



# CITY OF CULVER CITY

— Proposed Budget of —

2021 - 2022



# **CITY OF CULVER CITY**

## **PROPOSED BUDGET**

### **FISCAL YEAR 2021/2022**

#### **CITY COUNCIL**

**Harden Alexander Fisch, Mayor**  
**Daniel Wayne Lee, Vice Mayor**  
**Göran Eriksson, Council Member**  
**Yasmine-Imani McMorris, Council Member**  
**Albert Vera, Council Member**

#### **CITY MANAGER**

**John Nachbar**

#### **DEPARTMENT HEADS**

**Onyx Jones, Chief Financial Officer**  
**Jesse Mays, Assistant City Manager**  
**Carol Schwab, City Attorney**  
**Serena Wright-Black, Assistant City Manager**  
**Michele Williams, Chief Information Officer**  
**Armando Abrego, Parks, Recreation & Community Services Director**  
**Manuel Cid III, Acting Police Chief**  
**Kenneth Powell, Fire Chief**  
**Sol Blumenfeld, Community Development Director**  
**Charles Herbertson, Public Works Director**  
**Rolando Cruz, Chief Transportation Officer**

#### **BUDGET TEAM**

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



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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**City of Culver City  
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For the Fiscal Year Beginning

**July 01, 2020**

*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 01, 2020. 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 2020-2021*

*Presented to the*

*City of Culver City*

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

*January 31, 2021*



*Marcus Pimentel*

*Marcus Pimentel*  
*CSMFO President*

*Michael Manno*

*Michael Manno, Chair*  
*Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*



# Culver CITY

## CITY MANAGER'S OFFICE

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JOHN M. NACHBAR  
City Manager

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

## INTRODUCTION

The cover of this year's budget document depicts Culver City's flag standing tall and waving proudly. Although Culver City endured the repercussions of the Covid-19 pandemic, which led to the significant loss of certain revenues, working long hours to keep residents informed and safe, and numerous challenges for businesses small and large, the City has been resilient. The City came face-to-face with what the pandemic left in its wrath, but Culver City has been determined to progress and move forward financially to meet the challenges head-on and persevere towards a brighter future.

As the City lifts restrictions that were put in place during the pandemic, there is an anticipated increase in revenues through growth within the City and through the recovery of Culver City's businesses. Additionally, this will allow the rise of employment opportunities. The growth of employment will assist to enhance the day-to-day operations that contribute to the City's financial upkeep, whether from new or existing businesses.

Apple plans on adding additional space to its Westside Campus, which will provide a workforce of up to 3,000 people when the initial expectancy was only 1,000.

Amazon Studios has also moved into Culver City expanding The Culver Studios campus. This campus is Amazon's content creation headquarters, and efficiently houses Amazon's subsidiaries, Amazon Studios, IMDb, Amazon Video and Worldwide Advertising, which has also provided employment opportunities within our City as well.

Another promising business venture to be aware of is the upcoming destination hotel, The Shay, which will be in the heart of our historic district at the bustling Ivy Station. The Shay will also contribute to rebuilding tourism and patronage in Culver City, with the opening of its two upscale restaurants, its rooftop deck and its 5,000 square foot event space.

As restaurants and retail businesses have opened their doors with less restrictions, the City continues to have a backbone that is financially sound and strategically structured.

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

## **BUDGET MESSAGE**

In compliance with the requirements of Article VIII Sec. 801 of the City's Charter, I am pleased to present the City Council with the Fiscal Year ("FY") 2021/2022 Proposed Budget for its consideration. I am proud of the tremendous efforts our City has and continues to put forth to mitigate the impacts of the pandemic. The development of this year's budget process was a collaborative effort with input from City Departments, City Commissions, and the City's Leadership Team. The FY 2021/2022 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.

## **COVID-19 RELIEF**

On March 18, May 11, and August 17, 2020, the City Council authorized budget appropriations in the amounts of \$250,000, \$350,000, and \$900,000 respectively under the authority of CCMC section 3.07.060.B and 3.09.040 in order to meet the City's emergency service and supply response needs. Additionally, City Council authorized \$382,033 for Temporary Street Closures on June 22, 2020 to support economic recovery related to the COVID-19 pandemic. In total, \$1,882,033 has been authorized in emergency response appropriations. It is important to note that the proposed budget does not include any new request for appropriations for costs associated with the City's response efforts to the COVID-19 pandemic and it does not assume any reimbursement from FEMA for COVID-19 related expenditures, though the City will continue its strong advocacy efforts toward this goal. If FEMA reimbursements are received in the next fiscal year, Finance Staff will increase the revenue estimates during the FY 2021/2022 Mid-Year review process.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed on March 27, 2020, which granted the City \$490,243. These funds were used to mitigate the financial burden of the pandemic and had to be spent by December 2020. Additional CARES money in the amount of \$41,614 was received for a Fire Grant, \$41,660 was received for a Police Grant, and \$7,886 was received for handwashing stations for the homeless. The Transportation Department received \$6,573,119 to offset the lost revenue from farebox and county subsidies based on Sales Tax and \$327,132 was used to install barriers for the safety of the bus operators.

On December 27, 2020 the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 was signed into law and allocated funds to support the transit industry during the COVID-19 public health emergency. The Transportation Department was allocated a total of \$6,003,072 to support operations of CityBus and has been included in the FY 2021/2022 Proposed Budget.

Effective March 11, 2021, Congress signed the American Rescue Plan Act of 2021 which is estimated to result in additional relief funding of approximately \$7.3M for the City over the next two fiscal years. Most notably, these dollars may be used to backfill revenues that were "lost" due to COVID-19. The amount of \$3.7M has been included in FY 2021/2022 Proposed Budget. An additional amount of \$8,648,994 is estimated to be allocated to the Transportation Department and has been included in FY 2021/2022 Proposed Budget to support capital projects for CityBus.



## CITYWIDE BUDGET HIGHLIGHTS

The City has a history of cautious budgeting, as such the City's prior fiscal year FY 2020/2021 Adopted Budget included budget reductions totaling \$25M to mitigate the expected financial impacts of the pandemic. These budget reductions, along with unexpected increases in sales tax revenues and business license tax revenues, have allowed the City's General Fund to maintain healthy reserves and the recommendation of capital projects that were previously deferred to be placed in the FY 2021/2022 Proposed Budget.

The FY 2021/2022 Proposed Budget has a total Citywide expenditure of \$267M which includes 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	Adjusted Budget FY 2020/2021	Proposed Budget FY 2021/2022
General Fund	128,115,267	134,079,378
Special Revenue Funds	44,847,163	26,841,921
Enterprise Fee Funds	91,197,588	77,534,486
Capital Improvement Funds	43,274,937	7,859,287
Internal Service Funds	20,282,487	20,933,909
<b>TOTAL</b>	<b>327,717,442</b>	<b>267,248,981</b>

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 2021/2022 is projected to increase by \$6.0M from the FY 2020/2021 Adjusted Budget. This increase is very conservative compared to the \$25M in budget cuts that were made in the previous fiscal year. The increase in the proposed budget is related to \$2.4M in one-time budget enhancement requests, \$2.7M in capital improvement projects, \$1M transferred to the equipment replacement fund, increases in California Public Employees Retirement System (CalPERS) pension cost and other personnel related expenses.

Budget appropriations for the Special Revenue Funds decreased by \$18M from the FY 2020/2021 Adjusted Budget due to one-time capital projects that were carried over into FY 2020/2021 from prior fiscal 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 \$13.7M from the FY 2020/2021 Adjusted Budget due mostly to one-time capital projects that were carried over into FY 2020/2021 from prior fiscal years, for the Sewer, Transportation, and Municipal Fiber Fund. The Sewer Fund also has \$2.4M of new capital projects included in the FY 2021/2022 Proposed Budget and the Transportation Fund has \$12.4M of new capital projects.

The Capital Improvement Fund is used to track multi-year capital improvement projects that are carried over annually until completed. Budget appropriations for the Capital Improvement Funds decreased by \$35.4M from the FY 2020/2021 Adjusted Budget due to those one-time capital projects that have been carried over into FY 2020/2021 from prior fiscal years.

Budget appropriations for the Internal Service Funds increased by \$651K from the FY 2020/2021 Adjusted Budget, due mostly to \$1.5M budgeted in the Equipment Replacement Fund. All vehicle and large equipment purchases were put on hold in the prior fiscal year as part of the budget reduction initiative; however, the FY 2021/2022 Proposed Budget includes appropriations for the purchase of EMS vehicles in Fire and equipment trucks in Public Works.

## **BUDGET ENHANCEMENT REQUEST**

This year, Department Heads submitted a total of \$21.3M in Citywide budget enhancement requests and approximately \$6.6M of that total was for departments within the General Fund. After careful review of each request, the City Manager is recommending that Council approve \$6.2M of enhancements in the General Fund and \$14.7M in other funds. Note, \$12.4M of the total enhancement request from other funds will be funded by the Successor Agency and used to fund various programs in the Housing Authority.

The \$6.2M recommended in the General Fund consists of \$2.4M for one-time requests and \$3.8M for on-going expenditures. A detailed list of all enhancement requests is provided as an attachment to the budget message. In general, many of the requests listed are either for staffing to address the growing service needs of the City, contract services for essential services, and/or the purchase of equipment that would likely cost the City more money in the long run if put off to another budget cycle.

A few of the significant enhancements and/or reductions are detailed below:

Non-Departmental: \$1.5M for the Mobile Crisis Intervention and Response Program and \$100K to hire consultants for public safety related studies. In July 2020, City Council directed the City Manager's Office to lead a comprehensive review of public safety services, determining where resources and responsibilities could be shifted to reduce the reliance on law enforcement. After months of study, presentations and public meetings City Council directed staff to:

- 1) Establish an unarmed mobile crisis intervention and response program
- 2) Work with a Council Subcommittee to create a citizen oversight committee
- 3) Pursue alignment with the County of Los Angeles' Alternatives to Incarceration program with the goal of reducing police interaction, arrests and prosecutions for minor misdemeanors.

Police: The proposed budget includes the permanent elimination of eight (8) sworn police officers, four positions that were unfunded in the previous year's budget now proposed for elimination and four additional sworn positions in this proposed budget to be replaced by four civilian positions.

Any further reduction of sworn personnel should be tied to a verifiable reduction in the workload of sworn personnel. For instance, it is anticipated the mobile crisis intervention and response program will result in a yet to be determined reduction. This new program along with other efforts such as aligning with Los Angeles County's Alternatives to Incarceration program will impact future staffing needs. It is the City Manager's recommendation that sworn personnel workload be examined on a periodic basis and used as a guide for further commensurate reductions in the staffing levels for sworn personnel.

Public Works: \$2.2M consists mostly of increases for vital contracts such as janitorial services, street sweeping, tree maintenance and homeless encampment clean ups. It also includes the addition of positions such as a Sr. Civil Engineer (which is partially offset by the reduction of part-time salaries), a Permit Technician, and a Facilities & Electrical Maintenance Supervisor. The Refuse Fund enhancement request is \$1.1M. The one-time portion of \$154K is for the purchase of containers that will allow the City to be compliant with Senate Bill 1383 Organic Waste Recycling. The on-going portion of \$958,696 is related to the additional expenses for the transportation, processing, and disposal of waste and recycling material collected.

City Attorney: \$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.

Community Development: \$704K for personnel or contract services related cost which includes adding a full-time building inspector and a full-time plan check engineer. Both positions will be offset by fees. The enhancement request also includes budget for the Rent Stabilization Program.

Fire: \$587K, the significant portion of this amount is for constant staffing for the new Firefighter positions that are being funded by the SAFER grant and for the asset replacement of self-contained breathing apparatuses.

Information Technology: \$546K (\$287K is for one-time purchases) for the replacement of essential computer equipment and software licenses.

Table 2 illustrates the breakdown of one-time and ongoing total requests and recommendations per department.

Enhancement Request	Department Request			City Manager Recommended		
	<i>One-Time</i>	<i>Ongoing</i>	<i>Total Dept. Request</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total CM Recomm</i>
City Attorney	1,175,000	-	1,175,000	1,175,000	-	1,175,000
City Manager	10,100	7,880	17,980	10,100	7,880	17,980
Non-Departmental	100,000	1,500,000	1,600,000	100,000	1,500,000	1,600,000
Administrative Services	32,800	170,040	202,840	32,800	170,040	202,840
Finance	-	141,905	141,905	-	141,905	141,905
Information Technology	12,000	259,000	271,000	12,000	259,000	271,000
Parks, Recreation & Community Services	-	251,453	251,453	-	251,453	251,453
Police Department	187,953	329,480	517,433	187,953	(70,520)	117,433
Fire Department	177,170	410,000	587,170	177,170	410,000	587,170
Community Development	353,530	350,672	704,202	353,530	350,672	704,202
Public Works	309,500	817,163	1,126,663	309,500	817,163	1,126,663
<b>General Fund</b>	<b>\$ 2,358,053</b>	<b>\$ 4,237,593</b>	<b>\$ 6,595,646</b>	<b>\$ 2,358,053</b>	<b>\$ 3,837,593</b>	<b>\$ 6,195,646</b>

TABLE 2

Enhancement Request	Department Request			City Manager Recommended		
	<i>One-Time</i>	<i>Ongoing</i>	<i>Total Dept. Request</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total CM Recomm</i>
Municipal Fiber Network	233,000	-	233,000	233,000	-	233,000
Risk Management	105,000	(3,480)	101,520	105,000	(3,480)	101,520
Art Fund	-	81,270	81,270	-	81,270	81,270
Central Stores	-	42,630	42,630	-	42,630	42,630
Parking Authority	-	-	-	-	-	-
Housing Authority	12,444,149	-	12,444,149	12,444,149	-	12,444,149
Refuse	154,605	958,696	1,113,301	154,605	958,696	1,113,301
Sewer	-	-	-	-	-	-
Building Surcharge	80,000	-	80,000	80,000	-	80,000
Transportation	15,241	318,586	333,827	15,241	287,536	302,777
Equipment Replacement	200,000	-	200,000	200,000	-	200,000
Equipment Maintenance	-	70,027	70,027	-	70,027	70,027
<b>TOTAL ALL FUNDS</b>	<b>\$ 15,590,048</b>	<b>\$ 5,705,322</b>	<b>\$ 21,295,370</b>	<b>\$ 15,590,048</b>	<b>\$ 5,274,272</b>	<b>\$ 20,864,320</b>

TABLE 2 CONT.

## RETIREMENT COSTS

Like most 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 (10.01% for Miscellaneous and 20.17% for Safety in FY 2021/2022). 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 2021/2022, the employee cost sharing is estimated to be 3.185% for Miscellaneous and 5.0% for Safety. This cost sharing is in addition to the Employee contribution already paid for directly by employees.<sup>1</sup>

CalPERS sustained huge investment losses during the Great Recession that greatly reduced the funded status of the plans. Specifically, for Culver City, there was \$102.9M UAL as of June 30, 2019 for the Miscellaneous Plan and \$160.5M UAL as of June 30, 2019 for the Safety Plan. Unfortunately, any future investment losses that CALPERS experiences because of the decline in global markets 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 based on CalPERS investment returns for FY 2019/2020. Table 3 shows that a 4.6% investment return would result in increased contributions of \$11.2M over a 10-year period and annual payments would increase up to \$1.4M a year. This information has been captured and is reflected in the Ten-Year Financial Forecast.

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	\$ 130,000	\$ 149,000	\$ 279,000
2023/24	260,000	299,000	559,000
2024/25	389,000	448,000	837,000
2025/26	519,000	597,000	1,116,000
2026/27	649,000	746,000	1,395,000
2027/28	649,000	746,000	1,395,000
2028/29	649,000	746,000	1,395,000
2029/30	649,000	746,000	1,395,000
2030/31	649,000	746,000	1,395,000
2031/32	649,000	746,000	1,395,000
2032/33 through 2041/42	649,000	746,000	1,395,000
2042/43	-	-	-
2043/44	-	-	-
2044/45	-	-	-
2045/46	-	-	-
2046/47	-	-	-
<b>Total Contribution Impact</b>			
First 5 Years		First 10 Years	
\$ 4,186,000		\$ 11,161,000	

TABLE 3

## GENERAL FUND OVERVIEW

### Revenues

The following table summarizes the proposed revenue budget for the General Fund for FY 2021/2022, with comparisons to actuals received in FY 2019/2020, Adopted Budget for FY 2020/2021 and Adjusted Budget amounts for FY 2020/2021:

<sup>1</sup> 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 7.0% (beginning 7/1/2021). Safety employees designated as CalPERS 'Classic' pay 9%, and CalPERS 'PEPRA' (hired after 1/1/2013) pay 11.75% (beginning 7/1/2020).

	ACTUAL RECEIPTS 2019/2020	ADOPTED BUDGET 2020/2021	ADJUSTED BUDGET 2020/2021	PROPOSED BUDGET 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% VARIANCE
<b>GENERAL FUND</b>						
PROPERTY TAX	10,251,499	10,128,843	10,711,068	10,511,000	(200,068)	(1.9%)
PROPERTY TRANSFER TAX	4,067,119	3,210,000	5,550,000	10,550,000	5,000,000	90.1%
SALES TAX	33,606,943	28,014,000	34,484,030	36,951,192	2,467,162	7.2%
BUSINESS LICENSE TAX	14,599,849	6,975,000	9,525,000	15,561,000	6,036,000	63.4%
UTILITY TAXES	13,329,639	10,985,000	11,789,114	13,397,000	1,607,886	13.6%
OTHER TAX (incl. TOT)	9,070,269	5,577,100	2,900,000	4,204,000	1,304,000	45.0%
FRANCHISE FEES	1,435,516	1,000,000	1,740,000	1,400,000	(340,000)	(19.5%)
LICENSES AND PERMITS	6,264,876	6,143,670	4,143,670	4,922,500	778,830	18.8%
INTERGOVERNMENTAL	5,913,472	5,916,785	5,916,785	10,030,259	4,113,474	69.5%
CHARGES FOR SERVICES	9,970,830	10,830,842	7,807,522	8,897,965	1,090,443	14.0%
FINES AND FORFEITS	4,478,030	4,152,500	2,302,500	2,912,000	609,500	26.5%
OTHER REVENUES	14,816,032	10,351,725	10,646,675	12,551,077	1,904,402	17.9%
<b>TOTAL GENERAL FUND</b>	<b>127,804,074</b>	<b>103,285,465</b>	<b>107,516,364</b>	<b>131,887,993</b>	<b>24,371,629</b>	<b>22.7%</b>

Table 4

Overall, operating revenues are anticipated to increase by approximately \$24.4M compared to FY 2020/2021 adjusted budget amounts. As previously indicated in the COVID-19 Relief section the FY 2021/2022 Proposed Budget includes a one-time amount of \$3.7M in American Rescue Plan Relief Funds. Explanations for significant increases include:

- Property Tax / Real Property Transfer Tax – Property Tax and the way it is allocated is not something the City can change. The City's General Fund share of approximately 10.5 cents of each property tax dollar paid was locked in with the passage of Proposition 13. The property tax revenues for FY 2021/2022 are anticipated to remain flat based on projections provided by the City's consultant, HdL.

However, Real Property Transfer Tax is expected to increase by \$5M. At the November 3, 2020 election, Culver City residents voted to approve Measure RE. Measure RE establishes a marginal tax rate with four brackets, based on sales price or value, for the City's real estate transfer tax effective April 1, 2021. This marginal tax will add 1.5% on amounts from \$1,500,000 to \$2,999,999, 3% on amounts from \$3,000,000 to \$9,999,999, and 4% on amounts \$10,000,000 and above. Measure RE would not apply to sales under \$1,500,000, affordable housing, and first transfer of new multi-family properties. It is anticipated that this tax will provide the City with additional annual revenues between \$5M - \$6M.

- Sales Tax – Sales Tax revenues have been more resilient than expected during the pandemic. The FY 2021/2022 Proposed Budget is increasing by \$2.5M over the FY 2020/2021 Adjusted Budget. In fact, the total Sales Tax estimate of \$37M exceeds the actual sales tax revenues received before the pandemic in FY 2018/2019. Staff will continue to work with HdL to monitor the sales tax trends in the City on a quarterly basis. It is also important to note that the sunset date of Measure CC (formerly Measure Y), the

City's ½-cent Transaction Tax, was extended by voters in March 2020 for another ten years (2033).

- Business License Tax (includes Cannabis Tax) – This revenue source is increasing by \$6M over the FY 2020/2021 Adjusted Budget. Business License Tax is calculated based on business' gross receipts from the prior year and new development in the City. Although Finance Staff was extremely conservative when budgeting this revenue in the prior fiscal year, it is evident based on actual receipts received through April 2021 (\$13.8M), that this revenue source has recovered quickly. The Business License Tax alone is expected to increase by \$5.3M.

Cannabis Tax is also expected to increase by \$786K because there are five new businesses that are expected to start generating revenues in FY 2021/2022. There is one delivery-only retailer, one distributor, two distributor/delivery-only retailers, and one manufacturer/distributor/delivery-only retailer. It is expected that during the coming fiscal year, three new manufacturing/distribution/delivery-only retail businesses will complete the permitting process and begin operating. In addition, two of the three storefront retail cannabis permit finalists are expected to complete their Conditional Use Permits, obtain City Council approval, and be able to open by the end of the next Fiscal Year. Staff plans to re-open the cannabis business permit application process during this fiscal year to allow additional cannabis companies to apply for remaining permits.

Quarterly cannabis tax revenues increased significantly during FY2020/2021. The City has now raised over \$1 million in cannabis tax revenue since voters approved the special cannabis tax in 2018. The special cannabis business tax is expected to generate approximately \$1.8 million in revenues for the City in FY 2021/2022.

- Utility Users' Tax (UUT) – FY 2021/2022 UUT revenue estimates are projected to increase by \$1.6M over the FY 2020/2021 Adjusted Budget. This increase is based on projections provided by the City's consultants, Avenu, and actual fiscal year-to-date receipts through April 2021. This revenue source is an 11% tax levied on utilities such as electricity, water, gas, cable TV and telephone.
- Other Tax including Transient Occupancy Tax (TOT) – TOT is estimated to increase by \$1.2M or 48.2% over the FY 2020/2021 Adjusted Budget. This increase is being budgeted in anticipation that the remaining hotels in the City will reopen and the City's hotels occupancy rates will go up as a result of increased travel in and around the City. The Commercial/Industrial Development Tax is only expected to increase by \$100K.
- Charges for Services and Fines & Forfeitures – These revenue sources are estimated to increase by \$1M and \$600K respectively. Charges for Services category is comprised of revenues generated by Community Development/Planning, Recreation, ambulance fees, and other miscellaneous charges. The Recreation Department has already begun to plan for more youth programming, community events and senior services in the next fiscal year. Plan check and ambulance revenues are also starting to increase. Fines and forfeitures are estimated to increase because of more vehicle code fines and court fines.

- Intergovernmental – This revenue is projected to increase by \$4.1M over the FY 2020/2021 Adjusted Budget. The increase of \$480K is from the motor vehicle license fees from the State Department of Motor Vehicles which is received in January and May. The remaining \$3.7M increase is from the American Rescue Plan allocation for state and local government federal relief. Half of the \$7.3M allocation will be received in FY 2020/2021; however, that amount was not budgeted in the prior fiscal year due to the uncertainty of the funds during FY 2020/2021 Mid-Year Budget process that occurred in March 2021.

### Revenue Strategies

The City's financial forecast prior to COVID-19 projected the emergence of an approximate \$7M-\$8M structural deficit. Since that time, the City's residents recently passed ballot Measure RE in November 2020 and now the financial forecast projects an average structural deficit of approximately \$4M. However, it is important to note that the expenditures for the FY 2021/2022 financial forecast are very conservative. It does not include budget for eleven unfunded staff positions (totaling \$1.6M) that were frozen during the pandemic, adequate annual increases for contract services, and sufficient annual funding for large capital improvement projects that are needed in the city's parks and buildings. If the City is going to keep up with the rapid growth that is occurring, it is essential that each of the current General Fund Revenue categories return to the FY 2019/2020 Adjusted Budget levels and the City should also continue to seek another \$4M – \$5M in new General Fund revenues.

Approximately 70% of the General Fund revenues in the Adopted 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.

City Council does have some discretion to raise Cannabis Tax rates within the limits approved by voters starting July 1, 2020. Currently, there are five new cannabis businesses projected to open during the next fiscal year and revenue estimates have been increased by \$786K.

Business Tax rates in Culver City have remained the same for decades. In FY 2019/2020, City Staff worked with one of its consultants to research Business License rates of surrounding Westside cities. It was found that there could be an 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.

### Expenditures

The following table summarizes the proposed expenditure budget for the General Fund for FY 2021/2022, with comparisons to the FY 2020/2021 Adopted Budget and Adjusted Budget.

	ACTUAL EXPEND 2019/2020	ADOPTED BUDGET 2020/2021	ADJUSTED BUDGET 2020/2021	PROPOSED BUDGET 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE FROM PRIOR YEAR ADJUSTED
<b>GENERAL FUND</b>						
TOTAL GENERAL GOVERNMENT	20,982,012	18,785,744	20,899,957	22,256,002	1,356,045	6.49%
PARKS, REC. & COMMUNITY SVCS	8,783,455	9,480,758	9,639,312	9,698,618	59,306	0.62%
POLICE DEPARTMENT	44,069,062	44,557,234	45,361,944	48,065,283	2,703,339	5.96%
FIRE DEPARTMENT	24,226,486	24,969,152	25,724,953	27,696,170	1,971,217	7.66%
COMMUNITY DEVELOPMENT	9,803,787	8,209,207	11,285,277	9,524,010	(1,761,267)	-15.61%
PUBLIC WORKS	13,063,006	12,420,018	13,821,170	14,097,295	276,125	2.00%
Transfers	26,521	686,120	1,382,655	2,742,000	1,359,345	98.31%
<b>TOTAL GENERAL FUND</b>	<b>120,954,329</b>	<b>119,108,233</b>	<b>128,115,268</b>	<b>134,079,378</b>	<b>5,964,110</b>	<b>4.66%</b>

**Table 5**

The Proposed FY 2021/2022 General Fund expenditure budget is approximately \$6M more than the Adjusted Budget for FY 2020/2021. There were significant budget cuts (\$25.2M) made last fiscal year to help offset the \$27M reduction in estimated revenues.

Major variance explanations are as follows:

- The combined increase of \$4.8M in Police and Fire is comprised of projected salary increases due to the Salary Initiative Ordinance, step increases and increase in health insurance cost (\$1.8M); increase in the CalPERS Unfunded Accrued Liability (\$1.3M), additional budget enhancement request (\$704K) and increase in allocation from the equipment replacement fund (\$865K).
- The increase of \$1.3M in the total general government is due to the \$1.5M enhancement request to establish an unarmed mobile crisis intervention and response program, to create a citizen oversight committee, and to create programs that align with the County of Los Angeles' Alternative to Incarceration program.
- The increase of \$1.4M in transfers is due to a transfer of \$2.7M for Capital Improvement projects (see Table 6 for a detailed list of proposed one-time capital improvement projects).

PROJ	PROJECT TITLE	FY2021/2022 PROPOSED BUDGET
PT013	Development of Interactive Map and GIS Supporting Information	\$ 100,000
PT011	Network Rewiring at Police Department	150,000
PT012	Public Safety Camera Replacement	500,000
PE006	Air Purification Improvements	45,000
PS019	Overland/Ranch/Kelmore Intersection Redesign - Quick Build	40,000
PE002	Radio System Replacement	150,000
PF022	Veterans Memorial Complex/Senior Center Microgrid	82,000
PL012	Automation of Lighting Timers (Downtown, Field Lights)	30,000
PO004	Tree Grate Replacement	20,000
PS001	Concrete Street Rehabilitation	200,000
PS005	Annual Street Pavement Rehabilitation Project	500,000
PS014	Jackson Avenue Pedestrian Walkway Renovation	50,000
PT001	Wireless Deployment Strategy	75,000
PZ554	Minor Pavement & Concrete Improve	120,000
PZ754	Ficus Tree Replacement	25,000
PZ941	Safe Routes to School	50,000
	<b>420 - CAPITAL IMPROV AND ACQ FUND Total</b>	<b>\$ 2,137,000</b>
PE005	Veterans Memorial HVAC Replacement + Decarbonization	\$ 230,000
PF013	Fire Station Renovations	70,000
PZ132	Building Repairs	165,000
	<b>420F - Facilities Planning Reserve Total</b>	<b>\$ 465,000</b>
PP011	Plunge Vessel Resurfacing	\$ 50,000
PP012	Retractable Bollard Installation - Culver city park	40,000
PF028	Parks Building Renovations	50,000
	<b>420R - Recreation Facilities Reserve Total</b>	<b>\$ 140,000</b>
	<b>TOTAL IMPROVEMENTS &amp; ACQUISITIONS (420) FUNDED PROJECTS</b>	<b>\$ 2,742,000</b>

Table 6

### Fund Balance

The proposed budget for FY 2021/2022 requires the use of \$2.2M in unassigned fund balance. The projected ending fund balance will be \$83.3M 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 and the forecast projects the use of these funds annually from FY2023/2024 through FY 2030/2031. The remaining portion of the Fund Balance \$56.4M can be treated as contingency reserves and may be used with City Council approval to balance the budget. The projected ending reserves equal 42% of the FY 2021/2022 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.

General Fund - Fund Balance		
Est. Beginning Fund Balance		85,506,383
FY 2021/2022 Revenues	131,887,993	
Less:		
FY 2021/2022 On-Going Expenditures	(131,721,325)	
Structural Budget Surplus/(Shortfall)	166,668	
Less:		
One-Time Enhancement Request	(2,358,053)	
Total One-Time Expenditures	(2,358,053)	
Net Increase / (Decrease) to Fund Balance		(2,191,385)
<b>Est. Ending Fund Balance</b>		<b>83,314,998</b>

Table 7

General Fund - Fund Balance cont.		
<i>Breakdown of Ending Fund Balance</i>		
Non-Spendable	15,739,306	
Restricted Pension Trust Funds	11,193,366	
Contingency Reserves	39,361,335	
Facility Planning Reserves	6,655,225	
Recreation Facilities Reserves	1,691,597	
Unassigned Fund Balance	8,674,169	
<b>Est. Ending Fund Balance</b>	<b>83,314,998</b>	
Less: Nonspendable / Restricted	(26,932,672)	
<b>Amount Available for Reserves</b>	<b>56,382,326</b>	<b>42%</b>

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 \$86 per ton for waste disposal instead of getting paid \$30 per ton for it. In addition, SB- 1383, which among other things requires the City to implement a comprehensive organics collection program, has substantially increased costs. Other elements included expiration of the hauling contract that caused a dramatic increase in rates under the new term, retirement costs and necessary repairs to the transfer station tipping floor.

In FY 2021/2022 the Refuse Fund expenditures are estimated to exceed revenues by \$1.4M. This will leave the fund balance at \$1.4M which is \$3.6M below the Fund Balance Reserve requirement of 25% (\$5M). 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 Proposition 218 procedures,

another rate study was conducted to find a solution that will enable the Refuse 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.

In FY 2019/2020 a rate study was started; however, management decided to delay the presentation of the rate study to City Council due to the pandemic. The rate study has recently been updated based on current information and the City Council was presented with a report at its May 10, 2021 City Council meeting. Staff will return to City Council at its June 28, 2021 meeting to request approval of a rate increase if it is in accordance with City Council direction received at the May 10 meeting. This rate increase, in conjunction with rate increases that will occur over the next several years, will ensure that there is adequate funding in the Refuse Fund for operations and capital expenditures while gradually building up reserves to meet the 25% reserve requirement over the next several years.

### Transportation Fund

Travel in the region fell sharply and quickly amid COVID-19 warnings and state orders telling people to stay home. Culver CityBus' response to close its front doors, provide rear door boarding, free fare, hand sanitizers, free face coverings and increased sanitization cleaning allowed essential and transit dependent riders to be able to ride, providing services for over 150,000 passengers a month, a 70% drop in ridership. Understanding that farebox was being forfeited and county subsidies tied to sales tax would drop, service hours were reduced by 1/3 and expenses were dropped to 80%. With the support of the federal government Coronavirus Aid, Relief, and Economic Security Act of \$6.3M, Culver CityBus was able to come in at 80% of FY2020/2021 revenue, thus breaking even.

The transportation industry is gradually recovering with the opening of businesses and schools; thus, the department will slowly increase its service hours to 100% by the fourth quarter of FY2021/2022 to meet the rising demand. Culver CityBus will continue to keep its safety measures in place to make customers more comfortable traveling in confined space again and is projecting ridership to take a minimum of three years for full recovery. Staff will be working with LA Metro to introduce a county wide 2-year pilot fare-less service program for low-income and K-12 to speed up that recovery and explore equity. The Coronavirus Response and Relief Supplemental Appropriation Act funds of \$6M allocated to the department will be fully budgeted in FY2021/2022 to help offset our projected loss in operating revenue.

In FY2020/2021, staff was able to use the year as a year of planning and study to prepare for FY2021/2022, a year of implementation. This coming year staff has budgeted for and will go live with its new downtown mobility lanes in Quarter 1, along with a newly branded CityRide first and last mile local circulator service. In Quarter 2, staff will introduce the first Battery Electric Buses along with a comprehensive Long-Term Battery Electrification Plan. In Quarter 3, staff will introduce new Battery Electric Vehicles for CityRide On-Demand Services (formerly Dial-A-Ride), introduce a new Workforce Management software to provide Operational efficiencies and complete its updated Financial Operating and Capital Forecast Model in time for budget season. Finally, in Quarter 4 staff will complete phase III of the Bus Stop Improvements, evaluate the Jefferson and Sepulveda corridors for introduction of mobility lanes, and is planning the rollout of Microtransit.



## 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 \$9.4M 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 that were budgeted in FY 2020/2021. These projects were for construction of the new Bankfield sewer pump station (now complete) and construction of a new sewer main to divert flows from the old Overland and Mesmer sewer pump stations to the new Bankfield pump station. This will allow both older pump stations to be decommissioned. The sewer diversion project is expected to be completed in the fall of 2021. 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 2021/2022 has a projected budget deficit of \$2.3M; however, this includes \$2M that is being budgeted for new capital improvement projects. 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. 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 is a long-term investment in a critical infrastructure asset that will serve the entire community and reap benefits for the City for many years to come.

In FY 2020/2021, the City transitioned from the previous network operator to a new network operator, Onward, which cut annual expenses by over 50 percent. Additional network customers were added in FY2020/2021, increasing revenues to five times the revenues received during the previous fiscal year and it is projected that the network will end FY 2020/2021 with positive net income. Onward is also an Internet Service Provider (ISP) and will be providing service to the

business community utilizing the Culver Connect network infrastructure. Onward will share ISP revenue with the City, as part of its operating agreement with the City.

In an effort to meet the public demand for additional options for high-speed home internet service, in FY2020/2021 the City Council approved an agreement with another ISP, Ting, to build a citywide fiber network, including citywide fiber-to-the-home which incorporates the Culver Connect fiber backbone. The entry into the market of Ting, a Culver Connect customer, will expand internet service offerings to Culver City residents.

It is anticipated that Culver Connect will generate \$3.6M in revenue in FY2021/2022, and the fund will not only be able to cover its annual expenditures but will also be able to make the working capital debt service payment to the General Fund.

## **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 \$4.8M and it is projected that the Fund will be (\$704K) below the reserve requirement at the end of FY 2020/2021. The budget for FY 2021/2022 currently shows a surplus of \$658K.

### Equipment Replacement Fund

The purpose of the Equipment Replacement Fund (ERF) is to establish a means of accumulating funds for vehicle and equipment replacement costs, communication systems replacement costs, and technology related replacement costs. In FY 2020/2021, the decision was made to defer most of the equipment/vehicle replacements that were scheduled for FY 2020/2021 and that no General Fund department contributions would be made for the year. The City Fleet division of Transportation has budgeted funds in its operational budget using the Equipment Maintenance Fund to hire a consultant to perform a utilization and long-term forecasting of the ERF and to fold into our Assetworks Capital Forecast Module.

This year, we will re-instate contributions from all departments into the funds and will be scheduling those equipment/vehicle replacements that are essential. In FY 2021/2022 a total of \$1,499,477 is being budgeted in the ERF for vehicle replacements. The largest procurements include \$882,000 for the replacement of three aging EMS vehicles in the Fire Department, \$225,000 for the replacement of an alternative fueled Dump Truck for Public Works, and \$262,977 will go towards the procurement of 3 electric vans and 1 electric shuttle to be used for Transportations CityRide local services, replacing the old CNG Dial-A-Ride Vans. The remaining dollars are for support vehicles. All these vehicles have reached the end of their

useful life and have become unreliable. Electric Vehicles will be procured where technology is mature, and vehicles have proven to be reliable.

## **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. In addition to the City's Measure CW funds, the City now receives an annual local return amount from the County's Measure W, Safe Clean Water program which was approved by voters in 2018. While there is yet a gap between the needed capital costs to fully comply with the NPDES requirements, the City plans to utilize these funding sources to annually complete as many projects as revenues will allow and leverage potential grants by providing a source for matching. There is approximately \$6.9M in prior year carryforwards for Council approved capital projects and another \$3.2M is being budgeted in the FY 2021/2022 Adopted 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. There is also \$660K included in the FY 2021/2022 Proposed Budget for the Fox Hills Bikeway and Traffic Calming improvements.

### 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 2021/2022 enhancement requests of \$709K, include parking lot improvements, security cameras, and improvements in the Ince Parking Structure. will allow staff to upgrade outdated CO2 sensors at Ince, Cardiff and Watseka parking structure. There is currently a budget surplus of \$534K projected; however, it is unclear what impact COVID-19 will continue to have on parking revenues in FY 2021/2022. 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 to pay enforceable obligations of the former RDA. A small portion of the funding (\$630K) 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 2021/2022 Adopted Budget.

### Culver City Housing Authority

The Culver City Housing Authority is authorized to administer the Low/Moderate Income Housing Funds (LMIHF) which includes funds from the former Culver City Redevelopment Agency (RDA) and loan repayment proceeds from the State Department of Finance to repay a loan between the City and RDA under the Reinforceable Obligation Payment (ROPS) program established upon dissolution of the RDA.

Housing Authority funds have been used primarily for the Rental Assistance Program (RAP), Mortgage Assistance Program (MAP) and homeless outreach and services, and to cover administrative costs of the Housing Division which supports the Housing Authority Programs that have expanded to address homeless outreach with St. Joseph's Center and several new affordable housing and homeless shelter projects. The cash transferred to the Housing Authority upon dissolution of the former RDA has been approved by the Department of Finance to pay the Housing Authority approximately \$6M in FY 2021/2022.

### Rent Stabilization and Tenant Protection Ordinance Implementation

The total cost of implementing the City's Rent Stabilization and Renter Protection Ordinances in FY 2021/2022 is projected to be approximately \$1,398,000. This amount includes \$579,000 in Division staff costs, \$387,000 in office and administrative expenses and contract and consulting services, \$321,000 in overhead costs, and \$111,000 in one-time program startup costs. A proposed rental unit registration fee is intended to cover these costs upon adoption by City Council.

The proposed fee is \$167 per residential rental unit per year. This fee is the total annual cost of the programs, divided by the estimated number of residential rental units in the City, which is 7,825. The amount of annual revenue generated by this fee if there were to be 100% compliance by all landlords is \$1,309,474, which is sufficient to cover the City's expected annual cost of the rent control and tenant protections programs. A lower level of compliance is anticipated. If only the 5,780 residential rental units that were registered with the City during the Interim Rent Control Program paid the fee, the fee would generate \$965,260, which would be enough to cover 74% of the annual cost of the programs. City Council can set a fee at any percent of cost recovery, up to and including total cost recovery. The result of charging a fee by rental unit is that larger apartment complexes will pay more than smaller, "mom-and-pop" rental buildings with fewer units. There are other attendant program fees related to penalties for failing to register and change in owners that will also impact the operational budget.

## **CAPITAL PROJECTS FUNDS**

As part of the FY 2021/2022 budget there is a total of \$7.93M 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 2021/2022 is found in the CIP section of the adopted budget document.

### **STREETLIGHTS**

The Public Works Director has received information from Southern California Edison (SCE) regarding some of the City's inventory of streetlights that are aging and obsolete and pose a maintenance and operational concern. The transformers that are used in the aging streetlights are only being manufactured by one company in the world. That company has also indicated that they will discontinue the manufacturing of those transformers sometime in 2021. Fortunately, Edison has indicated that they purchased enough inventory of these transformers, to support cities for the next three years; however, they are strongly urging cities to investigate the replacement of these streetlights as soon as possible. The preliminary estimate of a project of this size is about \$25M. Finance has contacted the City's Financial Advisor to look at potential funding options that could include private financing, bond financing or creating a citywide streetlight improvement district. There will be more information provided to City Council as this project develops.

## **CONCLUSION AND ACKNOWLEDGMENTS**

It is extremely exciting to see that many of the City's General Fund revenues have been able to recover so quickly after the onset of the pandemic. Staff has successfully used those revenues to meet the immediate needs of the City; however, 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. These revenues would allow the City to budget for expenditures at levels needed to meet the growing needs of the community and to fund essential capital improvement projects for streets, parks, facilities, etc.

Although the City has weathered a period of uncertainty, the City remains vigilant in its progression to come out livelier, to work smarter and to be safer. We have learned how to keep afloat during a time when the world seemed it would sink. We have remained hopeful as we continue to deepen our cultural diversity through businesses, restaurants, and the people that continue to enjoy Culver City as an amazing place to work, live and play.

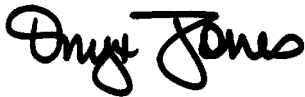
I would like to acknowledge that preparation of this budget could not have been accomplished without the combined efforts of City staff. I would also like to take this opportunity to thank the Culver City constituents and those that serve on the City's Commissions, Committees and Boards. These are the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

SCENARIOS FORECAST - SUMMARY (in \$ thousands)		ACTUAL	ADJUSTED BUDGET	FORECAST FISCAL YEARS									
		-1	0	1	2	3	4	5	6	7	8	9	10
Category/Type		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
<b>REVENUES</b>													
Property Taxes	\$	10,278	\$ 10,716	\$ 10,511	\$ 11,159	\$ 11,597	\$ 12,112	\$ 12,692	\$ 13,258	\$ 13,813	\$ 14,381	\$ 14,978	\$ 15,591
Property Transfer Tax		4,067	5,550	10,550	10,902	11,732	12,716	13,373	14,075	14,858	15,685	16,526	17,363
Sales & Use Taxes		33,607	34,484	36,951	38,644	40,091	41,606	43,180	44,726	46,333	48,010	49,739	51,510
Utility User Tax (UUT)		13,330	11,789	13,397	13,523	13,532	13,487	13,442	13,394	13,342	13,288	13,234	13,180
Transient Occupancy Tax (TOT)		6,319	2,500	3,704	4,985	6,331	6,610	6,895	7,185	7,481	7,783	8,092	8,407
Business License/Cannabis Tax		14,600	9,525	15,561	16,190	16,689	17,108	17,513	17,909	18,308	18,708	19,113	19,517
Other Taxes / Intergovernmental		8,241	6,190	6,842	7,180	7,517	7,893	8,281	8,675	9,081	9,505	9,945	10,399
Franchise Fees		1,436	1,740	1,400	1,420	1,441	1,467	1,494	1,522	1,550	1,578	1,607	1,637
Licenses & Permits		6,081	3,829	4,923	5,414	6,064	6,347	6,591	6,713	6,817	7,008	7,207	7,390
Charges for Services		10,191	8,068	8,898	9,787	10,277	10,696	11,099	11,431	11,763	12,159	12,567	12,971
Cost Recovery, Fines, Earnings & Misc.		12,468	9,949	11,446	12,197	12,520	12,674	12,809	12,939	13,064	13,196	13,330	13,461
Transfers In, Prop & FMV Adj		7,188	6,865	7,705	3,035	3,194	3,117	3,117	3,117	4,217	4,217	5,217	5,692
(Prior FY Adjustments - One-Time Revenues/Transfers)		(1,349)	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL - SCENARIO REVENUES</b>	<b>\$</b>	<b>126,455</b>	<b>\$ 111,204</b>	<b>\$ 131,888</b>	<b>\$ 134,438</b>	<b>\$ 140,984</b>	<b>\$ 145,835</b>	<b>\$ 150,485</b>	<b>\$ 154,945</b>	<b>\$ 160,627</b>	<b>\$ 165,519</b>	<b>\$ 171,556</b>	<b>\$ 177,119</b>
<b>EXPENSES</b>													
Salaries & Wages	\$	57,744	\$ 58,714	\$ 61,963	\$ 63,510	\$ 65,098	\$ 66,726	\$ 68,394	\$ 70,103	\$ 71,856	\$ 73,652	\$ 75,494	\$ 77,381
Benefits		11,949	14,130	15,648	16,337	17,030	17,740	18,439	19,138	19,846	20,587	21,381	22,214
Pension & OPEB		22,281	24,081	26,245	32,242	33,614	34,932	35,893	36,873	37,660	38,634	39,363	40,111
Contractual Services		13,933	17,996	14,736	15,654	16,596	17,549	18,475	19,390	20,303	21,248	22,245	23,280
Supplies, Equipment and Other O&M		8,284	8,633	8,578	8,916	9,265	9,626	9,985	10,341	10,698	11,067	11,454	11,855
Insurance & Liability		2,042	2,267	1,730	1,782	1,828	1,873	1,915	1,954	1,993	2,032	2,074	2,118
Debt Service		20	-	-	-	-	-	-	-	-	-	-	-
Capital Asset Invest.		900	1,059	493	505	518	531	542	554	564	576	587	600
Cost Allocation/Internal Charges		1,975	1,635	3,378	3,460	3,543	3,625	3,706	3,787	3,867	3,949	4,034	4,120
Transfers Out, One-Time & Custom Exps.		1,825	(2,776)	(1,049)	(1,914)	(1,723)	(1,830)	(1,933)	(2,031)	(2,125)	(2,216)	(2,305)	(2,390)
(Prior FY Adjustments - One-Time Expenses/Transfers)		(1,777)	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL - SCENARIO EXPENSES</b>	<b>\$</b>	<b>119,178</b>	<b>\$ 125,739</b>	<b>\$ 131,721</b>	<b>\$ 140,493</b>	<b>\$ 145,768</b>	<b>\$ 150,771</b>	<b>\$ 155,417</b>	<b>\$ 160,110</b>	<b>\$ 164,662</b>	<b>\$ 169,529</b>	<b>\$ 174,328</b>	<b>\$ 179,289</b>
<b>Net Prior FY Transfers &amp; One-Time Adjustments</b>		<b>(428)</b>	<b>(2,376)</b>	<b>(2,358)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ANNUAL OPERATING SURPLUS/(DEFICIT)</b>		<b>6,850</b>	<b>(16,911)</b>	<b>(2,191)</b>	<b>(6,055)</b>	<b>(4,784)</b>	<b>(4,937)</b>	<b>(4,931)</b>	<b>(5,165)</b>	<b>(4,035)</b>	<b>(4,009)</b>	<b>(2,772)</b>	<b>(2,170)</b>
<b>FUND(S) BALANCE - END OF FY</b>	<b>\$</b>	<b>102,417</b>	<b>\$ 85,506</b>	<b>\$ 83,315</b>	<b>\$ 77,260</b>	<b>\$ 72,476</b>	<b>\$ 67,539</b>	<b>\$ 62,607</b>	<b>\$ 57,442</b>	<b>\$ 53,408</b>	<b>\$ 49,398</b>	<b>\$ 46,627</b>	<b>\$ 44,457</b>
Non-spendable		15,739	15,739	15,739	15,739	15,739	15,739	15,739	15,739	15,739	15,739	15,739	15,739
Pension Trust (Restricted)		11,193	11,193	11,193	11,193	10,717	10,317	9,917	9,517	8,017	6,517	4,017	1,042
Reserves (Committed)		51,372	47,754	47,954	47,111	46,020	41,483	36,951	32,186	29,651	27,142	26,870	27,675
Contingency		38,326	37,722	39,516	42,148	43,731	41,483	36,951	32,186	29,651	27,142	26,870	27,675
Facility planning		11,354	8,341	6,746	3,272	916	-	-	-	-	-	-	-
Recreation facilities		1,692	1,692	1,692	1,692	1,373	-	-	-	-	-	-	-
Encumbered Contracts (Assigned)		5,732	-	-	-	-	-	-	-	-	-	-	-
Undesignated		18,382	10,820	8,428	3,216	0	-	-	-	-	-	-	-

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**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
FISCAL YEAR 2021-2022**

			DEPT REQUESTS			CITY MGR RECOMM		
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
<b>CITY MANAGER</b>								
<b>General Fund</b>								
10110000	619800	Communications Consultant	-	3,480	3,480	-	3,480	3,480
10110000	516500	Conferences and Conventions - City Council	6,600	-	6,600	6,600	-	6,600
10110100	516500	Conferences and Conventions - City Manager's Office	3,500	4,400	7,900	3,500	4,400	7,900
<b>TOTAL CITY MANAGER</b>			<b>10,100</b>	<b>7,880</b>	<b>17,980</b>	<b>10,100</b>	<b>7,880</b>	<b>17,980</b>
<b>CITY ATTORNEY</b>								
<b>General Fund</b>								
10113100	611200	Personnel Issues; Civil Service Hearings; Neutral Commission Coverage (Conflicts); Public Safety Review Project Implementation	110,000	-	110,000	110,000	-	110,000
10113100	611300	Zoning & Environmental Issues, incl. Inglewood Oil Field matters; Housing-related Matters, incl. the Rent Control/Tenant Protection Program; LAX Expansion/Overflights; Complex Development Projects; Cannabis Ordinance Implementation	780,000	-	780,000	780,000	-	780,000
10113100	611600	Telecom Issues; MS4 Permit Issues; First Amendment Issues; Complex Enforcement and Finance Issues	285,000	-	285,000	285,000	-	285,000
<b>General Fund (101) Proposed Changes Subtotal</b>			<b>1,175,000</b>	<b>-</b>	<b>1,175,000</b>	<b>1,175,000</b>	<b>-</b>	<b>1,175,000</b>
<b>Municipal Fiber Network</b>								
20513400	619800	Municipal Fiber Network matters; Ting Internet's Citywide Fiber Network Project	158,000	-	158,000	158,000	-	158,000
<b>Municipal Fiber Network Fund (205) Proposed Changes Subtotal</b>			<b>158,000</b>	<b>-</b>	<b>158,000</b>	<b>158,000</b>	<b>-</b>	<b>158,000</b>
<b>Risk Management</b>								
30913400	619800	Personnel-related investigations	75,000	-	75,000	75,000	-	75,000
<b>Risk Management Fund (309) Proposed Changes Subtotal</b>				<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>
<b>TOTAL CITY ATTORNEY</b>			<b>1,333,000</b>	<b>-</b>	<b>1,333,000</b>	<b>1,408,000</b>	<b>-</b>	<b>1,408,000</b>
<b>FINANCE DEPARTMENT</b>								
<b>General Fund</b>								
10114300	411100	Add one (1) Payroll Supervisor position - The City has hired more employees over the years, CalPERS, Federal and State rules have changed over the years and there is a need to hire a person who specializes solely in Payroll matters and can oversee payroll staff.	-	141,905	141,905	-	141,905	141,905
<b>TOTAL FINANCE DEPARTMENT</b>			<b>-</b>	<b>141,905</b>	<b>141,905</b>	<b>-</b>	<b>141,905</b>	<b>141,905</b>
<b>Non-Departmental</b>								
<b>General Fund</b>								
10116100	619800	Mobile Crisis Intervention Program	-	1,500,000	1,500,000	-	1,500,000	1,500,000
10116100	619800	Public Safety Related Studies	100,000	-	100,000	100,000	-	100,000
<b>TOTAL NON-DEPARTMENTAL</b>			<b>100,000</b>	<b>1,500,000</b>	<b>1,600,000</b>	<b>100,000</b>	<b>1,500,000</b>	<b>1,600,000</b>

**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
FISCAL YEAR 2021-2022**

			DEPT REQUESTS			CITY MGR RECOMM		
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
Non-Departmental								
Central Stores								
31016100	512400	Non-Departmental Telecommunications: Webex licensing and general increases	-	42,630	42,630	-	42,630	42,630
					-			-
TOTAL NON-DEPARTMENTAL			-	42,630	42,630	-	42,630	42,630
ADMINISTRATIVE SERVICES								
General Fund								
Human Resources								
10122100	411100	Add one (1) Human Resources Equity Analyst to support EHRAC and coordinate citywide DEI training and initiatives	-	120,775	120,775	-	120,775	120,775
10122100	610300	Citywide implicit bias/Cultural competency/Racial equity training and other items related to implementation of REAP	-	15,000	15,000	-	15,000	15,000
10122100	517000	EHRAC Member Training, City Events/Activities and potential hotline	-	9,000	9,000	-	9,000	9,000
10122100	514100	Purchase of laptops and charging cart to use for virtual onboarding and employee training	6,000	-	6,000	6,000	-	6,000
		General Fund: Human Resources (101) Proposed Changes Subtotal	6,000	144,775	150,775	6,000	144,775	150,775
City Clerk								
10122300	514300	Municipal Code Revisions, Amlegal (online codifications that occur throughout the year and annual printouts of updates to the printed codebooks.)	3,000	-	3,000	3,000	-	3,000
10122300	514300	Training towards certification and keeping skills/knowledge current	2,800	-	2,800	2,800	-	2,800
10122300	600200	Anticipated microfiche/microfilm readers parts replacement	1,000	-	1,000	1,000	-	1,000
10122300	610400	Paper conservator/Records Management	20,000	-	20,000	20,000	-	20,000
		General Fund: City Clerk (101) Proposed Changes Subtotal	26,800	-	26,800	26,800	-	26,800
City Clerk								
10122400	411100	Reclassify Cultural Affairs Coordinator to Cultural Affairs Manager to align with current duties/responsibilities which have evolved since position was created in 2005.	-	25,265	25,265	-	25,265	25,265
		General Fund: City Clerk (101) Proposed Changes Subtotal	-	25,265	25,265	-	25,265	25,265

**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
FISCAL YEAR 2021-2022**

			DEPT REQUESTS			CITY MGR RECOMM		
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	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	411100	Downgrade Claims and Safety Coordinator to Risk Analyst	-	(9,625)	(9,625)	-	(9,625)	(9,625)
30922200	411100	Upgrade Claims and Safety Technician to Human Resources Associate to administer long term leave of absence program	-	6,145	6,145	-	6,145	6,145
30922200	610100	Anticipating additional funds will be needed based on previous year costs. Office of Self Insurance Plans (OSIP) \$160,000; WC Premium Audit \$45,000, WC/Liability Actuarial Report \$9,000	30,000	-	30,000	30,000	-	30,000
		Self Insurance Fund (309) Proposed Changes Subtotal	30,000	(3,480)	26,520	30,000	(3,480)	26,520
Cultural Affairs								
41322400	411100	Continue Contract Employee to administer Performing Arts Grant Program and other administrative duties	-	47,480	47,480	-	47,480	47,480
41322400	411100	Reclassify Admin Clerk to Public Art Coordinator to better reflect duties/responsibilities	-	33,790	33,790	-	33,790	33,790
		Cultural Affairs Fund (413) Proposed Changes Subtotal	-	81,270	81,270	-	81,270	81,270
		TOTAL ADMINISTRATIVE SERVICES	62,800	247,830	310,630	62,800	247,830	204,095
INFORMATION TECHNOLOGY								
General Fund								
10124100	600200	R&M Equipment: For Mark43, New Microsoft licenses, New Finance Software, LARIAC and general increases.	-	259,000	259,000	-	259,000	259,000
10124100	516100	Training: Been provided notice that IS Analyst Mark Nelson will be retiring and need to cross-train three staff members to cover his areas.	12,000	-	12,000	12,000	-	12,000
		General Fund (101) Proposed Changes Subtotal	12,000	259,000	271,000	12,000	259,000	271,000
Municipal Fiber Network								
20524500	732160	GIS cloud tracking software - Fiber Inventory Management	75,000	-	75,000	75,000	-	75,000
		Central Stores (310) Proposed Changes Subtotal	75,000	-	75,000	75,000	-	75,000
Equip. Replacement Fund								
30724100	732150	Replacement Fund: VMWare and SAN Storage Replacement	200,000	-	200,000	200,000	-	200,000
		Equip. Replacement Fund (307) Proposed Changes Subtotal	200,000	-	200,000	200,000	-	200,000
		TOTAL INFORMATION TECHNOLOGY	287,000	259,000	546,000	287,000	259,000	546,000

**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
FISCAL YEAR 2021-2022**

			DEPT REQUESTS			CITY MGR RECOMM		
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
PARKS, RECREATION AND COMMUNITY SERVICES								
General Fund								
10130280	514100	<b>Community Events</b> - Departmental Special Supplies increase for year-round community events (1-2 per month) which include Egg-stravaganza, Earth Day, Mothers' Day Tea, six Scavenger Hunts, Father's Day Campout, July is "Parks Make Life Better Month", Movie Night in the Park, Tree Lighting, Martin Luther King Jr Celebration, etc.	-	14,720	14,720	-	14,720	14,720
10130280	619800	<b>Community Events</b> - Other Contractual Services increase will support year-round events and allow rental of specialty items such as bounce houses, live entertainment, DJs, carnival game booths, etc. This is a request to restore 50% of the funding that was eliminated last year due to budget cuts.	-	7,750	7,750	-	7,750	7,750
10130285	619800	<b>Fiesta La Ballona</b> - Other Contractual Services increase will be used to rent necessary items such as fencing, stage and lighting, audio system, technician, entertainers, contract security guards, etc. This is a request to restore 100% of the funding that was eliminated last year due to budget cuts.	-	19,400	19,400	-	19,400	19,400
10130285	514100	<b>Fiesta La Ballona</b> - Departmental Special Supplies increase necessary to support the event to be held Oct. 29- 31 such as signage, costume contest awards, decorations, trick or treat candy, green room refreshments, volunteer t-shirts, etc. This is a request to restore 50% of the funding that was eliminated last year due to budget cuts.	-	2,820	2,820	-	2,820	2,820
10130300	514100	<b>Parks</b> - Department Special Supplies increase to restore 50% of needed maintenance supplies which were reduced last year due to budget cuts.	-	18,662	18,662	-	18,662	18,662
10130300	619800	<b>Parks</b> - Other Contractual Services increase will provide additional funding for part-time Landscape Architect Consultant to manage CIP's and park audits. This is a request to restore 100% of the funding that was eliminated last year due to budget cuts.	-	20,000	20,000	-	20,000	20,000
10130300	619800	<b>Parks</b> - Other Contractual Services increase will provide consulting services. 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. This is a request to restore 50% of the funding that was eliminated last year due to budget cuts.	-	25,000	25,000	-	25,000	25,000
10130300	619800	<b>Parks</b> - Other Contractual Services increase will restore funding for alarm services at CWA and ongoing booster pump repairs. This is a request to restore 100% of the funding that was eliminated last year due to budget cuts.	-	12,000	12,000	-	12,000	12,000

**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
FISCAL YEAR 2021-2022**

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
10130110	619800	<b>Veterans Memorial Complex</b> - Other Contractual Services increase for Image porter service. This is a request to restore 50% of the funding that was eliminated last year due to budget cuts.	-	86,211	86,211	-	86,211	86,211
10130110	619800	<b>Veterans Memorial Complex</b> - Other Contractual Services increase for Image porter service. This is a request to cover the City approved \$1.53 increase in employee hourly rate (13,000 hours x \$1.53).	-	19,890	19,890	-	19,890	19,890
10130400	619800	<b>Senior &amp; Social Services</b> - Other Contractual Services increase will provide additional funding for mental health services for seniors.	-	25,000	25,000	-	25,000	25,000
10130212	411200	<b>Camp Programs</b> - Increase to Camps Programs part-time staff hours which will be offset by a reduction of the Youth Mentoring Program part-time staff hours.	-	20,705	20,705	-	20,705	20,705
10130270	411200	<b>OFFSET: Youth Mentoring Program</b> - Reduction of the Youth Mentoring Program part-time staff hours to offset the increase to Camps Programs part-time staff hours.	-	(20,705)	(20,705)	-	(20,705)	(20,705)
<b>TOTAL PARKS, RECREATION &amp; COMMUNITY SERVICES</b>			-	<b>251,453</b>	<b>251,453</b>	-	<b>251,453</b>	<b>251,453</b>
<b>POLICE DEPARTMENT</b>								
<b>General Fund</b>								
10140200	411100	Eliminate four (4) additional Police Officer positions	-	(829,600)	(829,600)	-	(829,600)	(829,600)
10140200	411100	Eliminate four (4) Police Officer positions (previously unfunded)	-	-	-	-	-	-
10140200	411100	Add four (4) Management Analyst (civilian) positions	-	569,780	569,780	-	569,780	569,780
10140200	516100	Implement a department-wide Training and Education Plan for all staff (sworn and civilian). Require mandatory and continual Use of Force Policy, Procedural Justice, Implicit Bias, Fair and Impartial Policing, 21st Century Policing, De-escalation, Crisis Intervention, Conflict Resolution and Duty to Intercede Training. Develop internal subject matter experts and instructors.	-	100,000	100,000	-	100,000	100,000

**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
FISCAL YEAR 2021-2022**

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
10140200	619800	Funding for the lab accreditation process was approved in the FY17/18 Adopted Budget. A Contractor was selected and the City entered into a three-year Agreement. The lab accreditation process started on November 1, 2017. Due to the FY21 budget reductions, the lab accreditation process contract was unfunded. The Department is less than one-year from submitting and obtaining Accreditation. In December 2015, the U.S. Dept. of Justice announced that they will, within the next five years, require department-run forensic labs to obtain and maintain accreditation. Accreditation assesses a forensic lab's capacity to generate and interpret results in a particular forensic discipline and helps to ensure an ongoing compliance to industry and applicable international standards. An independent accrediting body assesses and monitors the quality of the lab's management system by examining factors such as staff competence and method validation.	24,000	-	24,000	24,000	-	24,000
10140200	619800	Funding for a new Contractor Agreement to maintain the lab accreditation and perform internal audits.	-	44,300	44,300	-	44,300	44,300
10140200	732100	Purchase of Honda Accord. Funding to be used is from property converted funds.	32,705	-	32,705	32,705	-	32,705
10140200	732100	Purchase of Nissan Maxima. Funding to be used is from property converted funds.	37,583	-	37,583	37,583	-	37,583
10140200	732100	Purchase of Toyota Camry. Funding to be used is from property converted funds.	26,760	-	26,760	26,760	-	26,760
10140200	732100	Purchase of Honda Odyssey. Funding to be used is from property converted funds.	33,265	-	33,265	33,265	-	33,265
10140200	732120	Purchase of three (3) Commline Arbitrator In-Car Camera Systems. Funding to be used is from property converted funds.	33,640	-	33,640	33,640	-	33,640
10140200	518000	Due to the FY21 budget reductions, three department volunteer programs were unfunded; Police Explorer, Reserve Officers and Volunteers in Patrol (VIP). The Police Explorer Youth Program provides young men and women, between the ages of 14-19, with life skills, character, education and leadership experience. The Reserve Officers supplement full time personnel during community events and large-scale mobilizations. The VIP's regularly assist the department with administrative tasks and duties and staff numerous community events.	-	25,000	25,000	-	25,000	25,000
10140200	411310	The Department's overtime budget has minimally increased over 20 years (+21%), whereas the employees' hourly overtime rate has increased exponentially (90%) over the last 20 years.	-	400,000	400,000	-	-	-

**CITY OF CULVER CITY  
PROPOSED ENHANCEMENTS/REDUCTIONS  
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			DEPT REQUESTS			CITY MGR RECOMM		
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
10140200	411310	Lateral Incentive and Employee Referral Program (LIERP). On February 8, 2021, after collective bargaining, the City Council approved a Letter of Agreement revising the July 1, 2019 - June 30, 2022 Memorandum of Understanding between the City of Culver City and the Culver City Police Officers' Association. LIERP was established as a means to remain competitive in attracting well-qualified employees from other agencies for the position of Police Officer. LIERP's is an industry standard and has become the norm in law enforcement recruitment. Lateral Police Officers shall receive \$5,000.00 upon successful completion of one-year probationary period. Unit members that refer a Lateral Police Officer who successfully completes a one-year probationary shall receive \$1,000.00.	-	20,000	20,000	-	20,000	20,000
<b>TOTAL POLICE DEPARTMENT</b>			<b>187,953</b>	<b>329,480</b>	<b>517,433</b>	<b>187,953</b>	<b>(70,520)</b>	<b>117,433</b>
<b>FIRE DEPARTMENT</b>								
<b>General Fund</b>								
10145200	550110	Personal Protective Equipment (PPE) for 10 new FF/PMs	65,000	-	65,000	65,000	-	65,000
10145300	411350	Constant Staffing for Firefighters	-	300,000	300,000	-	300,000	300,000
10145300	610400	Dr. David Eisner - medical director services; new five-year contract annual increase	-	15,000	15,000	-	15,000	15,000
10145200	605400	Increase the amount transferred to the asset replacement fund over the next two (2) years for Self-Contained Breathing Apparatus replacement in 2023; after the two-year catch-up period, this additional ongoing amount would decrease to approximately \$60,000 annually	112,170	60,000	172,170	112,170	60,000	172,170
10145600	610400	Comsec - BDA plan checks that require FCC license	-	20,000	20,000	-	20,000	20,000
10145600	610400	JAS - CRR plan checks	-	15,000	15,000	-	15,000	15,000
<b>TOTAL FIRE DEPARTMENT</b>			<b>177,170</b>	<b>410,000</b>	<b>587,170</b>	<b>177,170</b>	<b>410,000</b>	<b>587,170</b>
<b>COMMUNITY DEVELOPMENT</b>								
<b>General Fund</b>								
10150150	411100	Add one (1) Building Inspector	-	125,000	125,000	-	125,000	125,000
10150150	619800	Contract Building Inspector	-	38,632	38,632	-	38,632	38,632
10150150	411100	Add one (1) Plan Check Engineer for greater in-house plan checks - Some of which may include expedited plan check at additional costs and offsets. (Part of new fees requested in FY21-22)	-	147,040	147,040	-	147,040	147,040
10150150	619800	Soft-story Seismic Retrofit Ordinance Implementation (outreach, education, handouts, pamphlets, standards, and plan check).	75,000	-	75,000	75,000	-	75,000
10150150	411200	Continued Contract Permit Technician	52,000	-	52,000	52,000	-	52,000

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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
10150200	411100	Add one (1) Planning Technician Limited Term	48,630	-	48,630	48,630	-	48,630
10150200	610400	Inglewood Oil Field consultant - Planning Plus	86,400	-	86,400	86,400	-	86,400
10150200	610400	Parkland In-Lieu Fee Study - (Current Culver City Park Land fee yields an average of \$2,100/unit in mixed use projects (\$1,663/du in the Haven, \$2,700/du in the Lucky). Comparable park land fee in Santa Monica development along commercial corridor (based on land value) yields a rage between \$4,600-8,500/du.)	-	40,000	40,000	-	40,000	40,000
10150400	619800	Advance Planning - GPU translation services	1,500	-	1,500	1,500	-	1,500
10150200	610400	Misc. technical studies (noise, traffic, proformas, etc.), non-reimbursable	25,000	-	25,000	25,000	-	25,000
10150150	740100	Office space for Deputy Building Official/Plans Examiner	15,000	-	15,000	15,000	-	15,000
10150550	611300	Rent Stabilization Program (Rent Control and Tenant Protection Issues)	50,000	-	50,000	50,000	-	50,000
		<b>General Fund (101) Proposed Changes Subtotal</b>	<b>353,530</b>	<b>350,672</b>	<b>704,202</b>	<b>353,530</b>	<b>350,672</b>	<b>704,202</b>
<b>Building Surcharge Fund</b>								
41250150	619800	Continue scanning/digitizing and indexing of plans and permits	75,000	-	75,000	75,000	-	75,000
41250150	619800	Hardware for electronic plan check to be implemented by IT.	5,000	-	5,000	5,000	-	5,000
		<b>Building Surcharge Fund (412) Proposed Changes Subtotal</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>
<b>Housing Authority</b>								
47650710	514100	Departmental Special Supplies	5,000	-	5,000	5,000	-	5,000
47650710	517000	City Commission Expenses	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	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	699,659	-	699,659	699,659	-	699,659
47650720	610300	Personnel Services	50,000	-	50,000	50,000	-	50,000
47650720	618100	Housing Services	35,000	-	35,000	35,000	-	35,000
47650720	618500	Rent Subsidy Payments	239,440	-	239,440	239,440	-	239,440
47650725	618100	Housing Services	60,000	-	60,000	60,000	-	60,000
47650725	618500	Rent Subsidy Payments	30,000	-	30,000	30,000	-	30,000
47650725	619800	Other Contractual Services	144,813	-	144,813	144,813	-	144,813
47650730	619800	Other Contractual Services	1,250	-	1,250	1,250	-	1,250
47650760	618100	Housing Services	215,000	-	215,000	215,000	-	215,000
47650760	618400	Rehab Grants Fee Incentive	60,000	-	60,000	60,000	-	60,000



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			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
47650780	619800	Other Contractual Services	180,000	-	180,000	180,000	-	180,000
47650890	600100	R&M - Building	150,000	-	150,000	150,000	-	150,000
47650890	612300	Property Management Services	60,000	-	60,000	60,000	-	60,000
47650890	618100	Housing Services	7,500,000	-	7,500,000	7,500,000	-	7,500,000
47650890	618400	Rehab Grants Fee Incentive	711,300	-	711,300	711,300	-	711,300
47650910	610300	Personnel Services	65,000	-	65,000	65,000	-	65,000
47650910	619800	Other Contractual Services	82,500	-	82,500	82,500	-	82,500
<b>Housing Authority Fund (476) Proposed Changes Subtotal</b>			<b>12,444,149</b>	<b>-</b>	<b>12,444,149</b>	<b>12,444,149</b>	<b>-</b>	<b>12,444,149</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>			<b>12,877,679</b>	<b>350,672</b>	<b>13,228,351</b>	<b>12,877,679</b>	<b>350,672</b>	<b>13,228,351</b>
<b>PUBLIC WORKS</b>								
<b>General Fund</b>								
10160460	619800	EPO - New Homeless Encampment Clean-ups with contractor Woods Maintenance. FY20-21 required mid-year budget amendment.	-	162,000	162,000	-	162,000	162,000
10160150	619800	Engineering - Other Contractual Services: Inspection Services	100,000	-	100,000	100,000	-	100,000
10160150	619800	Engineering - Other Contractual Services: - Dig Alert	50,000	-	50,000	50,000	-	50,000
10160150	619800	Engineering - Other Contractual Services: Plan Check Services	50,000	-	50,000	50,000	-	50,000
10160220	619800	Maintenance: Trees - Other Contract Services: West Coast Arborist for tree trimming, enhance base amount \$869,920 to meet contracted price of \$969,620	-	99,700	99,700	-	99,700	99,700
10160460	619800	EPO - Additional funding is needed for Clean Streets Street Sweeping and Pressure Washing Services. FY20/21 budget amount of \$ 200,000 did not cover the full contract amount of \$ 232,000 from general fund and same from Fund 202.	-	32,000	32,000	-	32,000	32,000
10160230	619800	Building Maintenance - Other Contract Services: Image Property Services for janitorial services, enhance based amount \$400,000 to meet contracted price of \$477,265	-	77,265	77,265	-	77,265	77,265
10160170	612100	Mobility & Traffic Engineering- Engineering Services: Turbo Data contract renewed approved by Council for 5 years, year 1 annual ongoing fee	-	44,000	44,000	-	44,000	44,000
10160460	619800	EPO - DBA Agreement Funds. Originally, Fund 202 budgeted \$63,580 for DBA agreement and remaining funds of \$ 35,140 were charged to other general fund account from CMO and Maintenance.	-	35,140	35,140	-	35,140	35,140
10160170	411100	Add one (1) Sr. Civil Engineer position	-	192,665	192,665	-	192,665	192,665
10160170	411200	Reduction in part-time salaries for two part-time Traffic Engineers. Offsets Sr. Civil Engineer position above.	-	(166,145)	(166,145)	-	(166,145)	(166,145)

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			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
10160150/101 60170	411100	Add one (1) Permit Technician II (Split 50/50%) Supervise the front counter operations, issue a variety of permits for both divisions via system applications. Respond to the public at the counter and on phone. This position was vacant and in hiring process when frozen	-	89,720	89,720	-	89,720	89,720
10160230/ 10160240	411100	Reclassify Electrical Maintenance Crew leader to Facilities & Electrical Maintenance Supervisor, expanding oversight to multiple subdivisions, improving efficiency and staff management. (Electrical Maintenance Crew leader position previously unfunded in FY 21).	-	122,855	122,855	-	122,855	122,855
10160200	411100	Reclassify Asst. Maintenance Operations Manager to Street Maintenance Supervisor to supervise Street, Trees, Wastewater, and Parking Meters subdivisions, expanding oversight to multiple subdivisions, improving efficiency and staff management. COST NEUTRAL	-	-	-	-	-	-
10160170	619800	Mobility & Traffic Engineering - Other Contractual Services: Redman Consulting for grant support and KOA for civil and traffic engineering support in addition to base allocated to KOA	-	51,600	51,600	-	51,600	51,600
10160250	516100	Maintenance: Graffiti - Training & Education: Gary Wansley tuition for degree	1,500		1,500	1,500		1,500
10160260	514100	Maintenance: Parking Meters - Departmental Special Supplies: IPS/Duncan repair parts	-	25,000	25,000	-	25,000	25,000
10160170	411200	Mobility & Traffic Engineering - Traffic Engineering Assistant: Continuation of current contract expiring 06/30/21. Needed technical skills and workload added by recent implementation of new policies and programs cannot be accomplished with available resources. Responsibilities - Prepare CAD and GIS graphic designs; review traffic control plans; prepare grant applications; review development and design plans; complete field review; data collection and analysis; and respond to public traffic and parking requests	-	51,363	51,363	-	51,363	51,363
10160170	514100	Mobility & Traffic Engineering - Dept Special Supplies: Sign laminator and supplies, difference in price from FY 20-21 balance	8,000	-	8,000	8,000	-	8,000
10160100	619800	PW Admin - Other Contractual Services: Certified Sustainable Business Certification Program: Continue the program for a fourth year under existing 2-year consultant contract	100,000	-	100,000	100,000	-	100,000
		<b>General Fund (101) Proposed Changes Subtotal</b>	<b>309,500</b>	<b>817,163</b>	<b>1,126,663</b>	<b>309,500</b>	<b>817,163</b>	<b>1,126,663</b>

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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
<b>Refuse Fund</b>								
20260410	615100	Transfer Station: Additional expenses for the transportation, processing, and disposal of waste and recycling material collected. Increase is based on contractual rate increases for fiscal year 21-22 at fiscal year 19-20 post pandemic volumes. Waste Management increase by \$101K, LA County Puente Hills increase by \$133K, Athens Services increase by \$287K, CR & R increased by \$258K, Long Beach increased by \$7.5K	-	787,116	787,116	-	787,116	787,116
20260400	732120	Refuse Fund: Departmental Special Equipment to cover additional container equipment need to be complaint with SB1383. Senate Bill 1383 Organic Waste Recycling is effective January 1, 2022. This regulation requires jurisdictions to conduct specified planning, implementation, reporting, and outreach activities with regards to organic waste generations, organic waste recycling capacity, edible food disposal, and edible food recovery.	154,605	-	154,605	154,605	-	154,605
20260410	600100	Transfer Station: Increase for building maintenance. In 2020, transfer station stormwater samples exceeded allowable threshold for Level 1, additional funding will cover cost for Ron Maintenance to clean the transfer station roof on an annual basis	-	6,800	6,800	-	6,800	6,800
20260400	610400	Refuse Fund: Consulting Services for organic waste customer assessments, waste characterizations, and other SB1383 regulation requirements. Senate Bill 1383 Organic Waste Recycling is effective January 1, 2022. This regulation requires jurisdictions to conduct specified planning, implementation, reporting, and outreach activities with regards to organic waste generations, organic waste recycling capacity, edible food disposal, and edible food recovery.	-	38,000	38,000	-	38,000	38,000
20260400	411100	Refuse Fund: Personnel - Management Analyst: SB 1383 legislation was enacted in 2016 and is effective January 1, 2022 statewide. Compliance with the numerous requirements will require additional staffing. Detailed job description attached to B-5 form.	-	126,780	126,780	-	126,780	126,780
					-			-
		<b>Refuse Fund (202) Proposed Changes Subtotal</b>	<b>154,605</b>	<b>958,696</b>	<b>1,113,302</b>	<b>154,605</b>	<b>958,696</b>	<b>1,113,302</b>
		<b>TOTAL PUBLIC WORKS</b>	<b>464,105</b>	<b>1,775,859</b>	<b>2,239,965</b>	<b>464,105</b>	<b>1,775,859</b>	<b>2,239,965</b>

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			DEPT REQUESTS			CITY MGR RECOMM		
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
TRANSPORTATION								
Transportation Fund								
20370100	411100	Add one (1) Associate Analyst position to Transportation Planning Division. Fund for twelve (12) months to start August 2021. Current staff workload increased due to Move Culver City to FY24 and other mobility planning. Will be primarily responsible for KPI reporting, ridership analysis, and NTD reporting.	-	103,360	103,360	-	103,360	103,360
20370200	411100	5% pay increase for six Transit Operations Supervisors, based on salary study of other transit properties in the region.	-	31,050	31,050	-	-	-
20370200	411100	Continue contracted employee for BSIP Project related improvements; estimated 30 hours per pay period at 26 periods. 80% eligible for Federal Capital project.	-	85,605	85,605	-	85,605	85,605
20370200	411100	Transfer one Fleet Service Assistant from Organization 20370200 to 30870400. Zero cost.	-	-	-	-	-	-
20370100	516100	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. Given FY2021 levels were historically low, this amount is more aligned with pre-pandemic training and education amounts.	-	21,046	21,046	-	21,046	21,046
20370100	516700	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. Staff is including a greater number of memberships for electrification projects. Additionally this number includes LACI membership budgeted from City Manager's Office in prior two fiscal years.	-	22,000	22,000	-	22,000	22,000
20370100	517300	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. Increase is one-time cost for mobility video for Bus/Bike Video and Move Culver City Rollout	15,241	-	15,241	15,241	-	15,241
20370200	512300	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. Expected increase in mailings as service resumption and ridership of public transit resumes to level from before the pandemic.	-	1,225	1,225	-	1,225	1,225
20370200	516100	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. FY2021 budget was reduced to zero. The large increase is resumption of operator trainings and supervisor trainings related to safety management and drug and alcohol requirements set fourth by FTA.	-	43,800	43,800	-	43,800	43,800
20370200	516600	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. The increase is for resumption of quarterly safety meetings likely to commence and return to pre-pandemic levels.	-	8,000	8,000	-	8,000	8,000

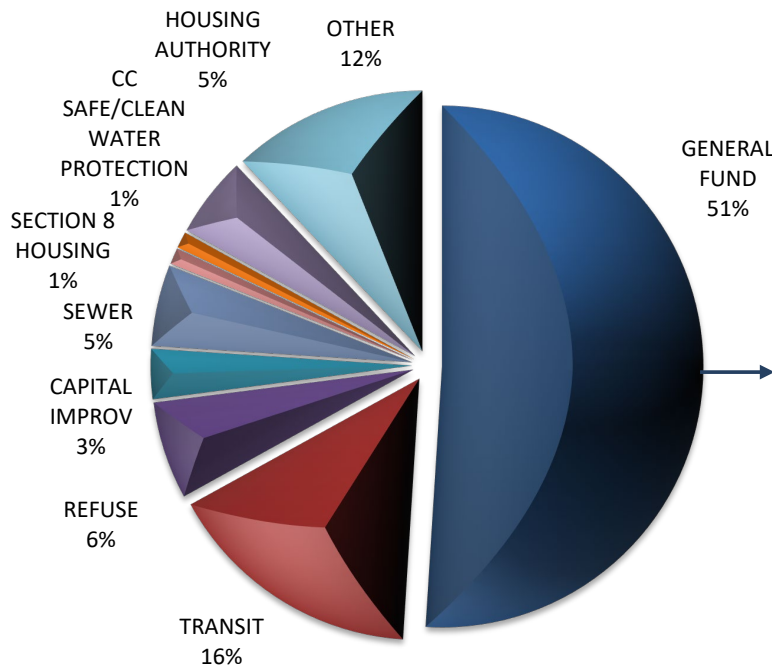
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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
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20370200	517300	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested and is related to production cost increases for development of banners used for bus operator recruitment expected to increase in scale to pre-pandemic levels.	-	2,500	2,500	-	2,500	2,500
					-			-
		<b>Transportation Fund (203) Proposed Changes Subtotal</b>	<b>15,241</b>	<b>318,586</b>	<b>333,827</b>	<b>15,241</b>	<b>287,536</b>	<b>302,777</b>
<b>Equipment Maint. Fund</b>								
30870400	411100	Add one (1) Associate Analyst position to Fleet Services Division. Fund for twelve (12) months to start August 2021. Responsible to support the implementation of Transit Asset Management and recommendations from Facility Condition assessment using Maintstar. (Move to 20370200)	-	103,360	103,360	-	103,360	103,360
30870400	411100	Reclassifying two Sr. Fleet Services Technicians to Fleet Service Technicians. Reclass will be done as a result of attrition, with one Sr. Fleet Services Tech schedule to retire by the end of FY21, and another scheduled to retire by the end of the calendar year.	-	(36,390)	(36,390)	-	(36,390)	(36,390)
30870400	411100	Transfer one Fleet Service Assistant to Organization 20370200 to 30870400. Zero cost.	-	-	-	-	-	-
30870400	550110	Requested amount represents difference between FY2021 Revised Budget and FY2022 Requested. Given increased number of FTEs, proportionate amount increased funding for uniform costs has been budgeted.	-	3,057	3,057	-	3,057	3,057
					-			-
		<b>Equipment Maintenance Fund (Fund 308) Proposed Changes Subtotal</b>	<b>-</b>	<b>70,027</b>	<b>70,027</b>	<b>-</b>	<b>70,027</b>	<b>70,027</b>
		<b>TOTAL TRANSPORTATION</b>	<b>15,241</b>	<b>388,613</b>	<b>403,854</b>	<b>15,241</b>	<b>357,563</b>	<b>372,804</b>
<b>TOTAL GENERAL FUND (101)</b>			<b>2,358,053</b>	<b>4,237,593</b>	<b>6,595,646</b>	<b>2,358,053</b>	<b>3,837,593</b>	<b>6,195,646</b>
<b>TOTAL REFUSE FUND (202)</b>			<b>154,605</b>	<b>958,696</b>	<b>1,113,302</b>	<b>154,605</b>	<b>958,696</b>	<b>1,113,302</b>
<b>TOTAL TRANSPORTATION FUND (203)</b>			<b>15,241</b>	<b>318,586</b>	<b>333,827</b>	<b>15,241</b>	<b>287,536</b>	<b>302,777</b>
<b>TOTAL MUNICIPAL FIBER NETWORK FUND (205)</b>			<b>233,000</b>	<b>-</b>	<b>233,000</b>	<b>233,000</b>	<b>-</b>	<b>233,000</b>
<b>TOTAL EQUIPMENT REPLACEMENT FUND (307)</b>			<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>
<b>TOTAL EQUIPMENT MAINTENANCE FUND (308)</b>			<b>-</b>	<b>70,027</b>	<b>70,027</b>	<b>-</b>	<b>70,027</b>	<b>70,027</b>
<b>TOTAL RISK MANAGEMENT FUND (309)</b>			<b>105,000</b>	<b>(3,480)</b>	<b>101,520</b>	<b>105,000</b>	<b>(3,480)</b>	<b>101,520</b>
<b>TOTAL CENTRAL STORES FUND (310)</b>			<b>-</b>	<b>42,630</b>	<b>42,630</b>	<b>-</b>	<b>42,630</b>	<b>42,630</b>
<b>TOTAL BUILDING SURCHARGE FUND (412)</b>			<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>
<b>TOTAL ART FUND (413)</b>			<b>-</b>	<b>81,270</b>	<b>81,270</b>	<b>-</b>	<b>81,270</b>	<b>81,270</b>
<b>TOTAL HOUSING AUTHORITY FUND (476)</b>			<b>12,444,149</b>	<b>-</b>	<b>12,444,149</b>	<b>12,444,149</b>	<b>-</b>	<b>12,444,149</b>
<b>TOTAL ALL FUNDS</b>			<b>15,590,048</b>	<b>5,705,322</b>	<b>21,295,371</b>	<b>15,590,048</b>	<b>5,274,272</b>	<b>20,864,321</b>

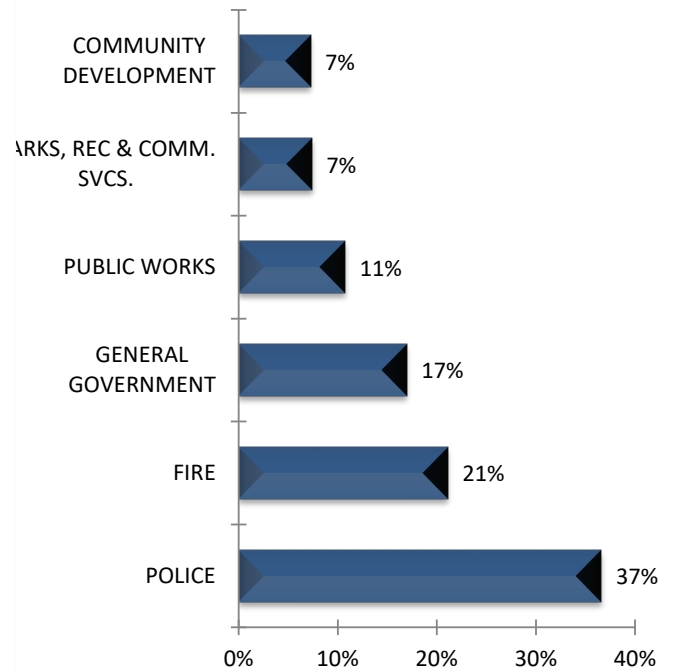
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# CITY OF CULVER CITY PROPOSED BUDGET FISCAL YEAR 2021/2022 EXPENDITURES AND OTHER FINANCING USES

**TOTAL CITY\***  
**\$267,739,548**



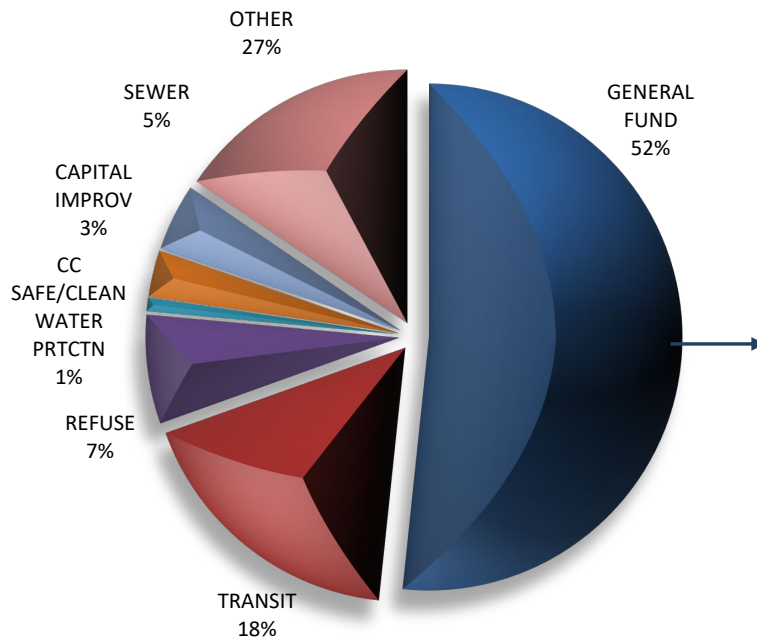
**GENERAL FUND**  
**\$134,079,378**



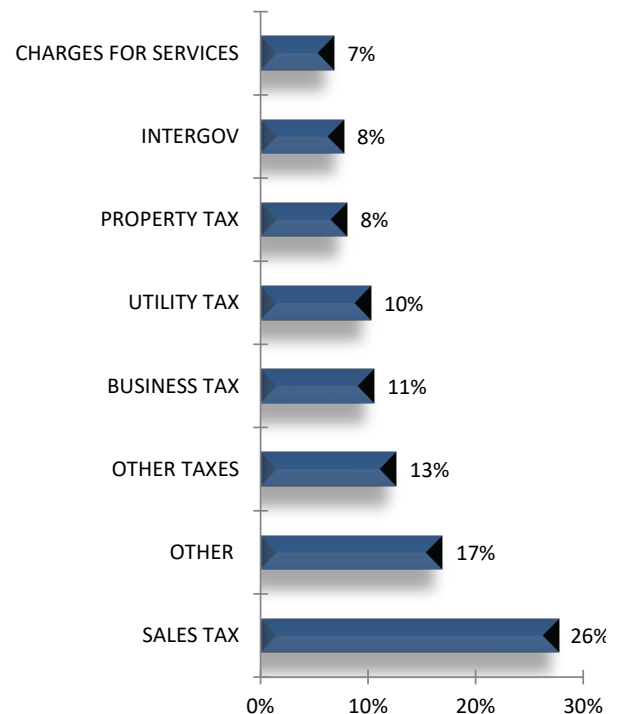
\* Includes Transfers-Out (Other Financing Uses) of \$14,028,816, of which \$2,742,000 is from General Fund. Does not include Internal Service Fund.

# CITY OF CULVER CITY PROPOSED BUDGET FISCAL YEAR 2021/2022 REVENUES AND OTHER FINANCING SOURCES

**TOTAL CITY\***  
**\$255,282,734**



**GENERAL FUND**  
**\$131,887,993**



\* Includes Transfers-In (Other Financing Uses) of \$10,028,816, of which \$3,958,668 is to the General Fund. Does not include Internal Service Fund.



**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
<b>GENERAL FUND</b>							
101 GENERAL FUND	102,417,000	108,061,775	3,142,225	127,428,880	686,120	85,506,000	(16,911,000)
<b>TOTAL GENERAL FUND</b>	<b>102,417,000</b>	<b>108,061,775</b>	<b>3,142,225</b>	<b>127,428,880</b>	<b>686,120</b>	<b>85,506,000</b>	<b>(16,911,000)</b>
<b>SPECIAL REVENUE FUNDS</b>							
410 AQMD	241,957	45,515	0	55,000	0	232,472	(9,485)
411 PARATRANSIT	(19,311)	64,867	250,000	211,000	0	84,556	103,867
412 BUILDING SURCHARGE	1,068,116	175,500	0	518,000	0	725,616	(342,500)
413 ARTS IN PUBLIC PLACES	3,475,303	245,000	0	677,000	0	3,043,303	(432,000)
414 OPERATING GRANTS	(712,507)	1,417,880	67,120	325,700	425,000	21,793	734,300
415 PROP A LOCAL RETURN	1,003,705	857,755	0	0	846,755	1,014,705	11,000
416 ASSET SEIZURE	888,478	26,500	0	65,600	0	849,378	(39,100)
424 PROP C LOCAL RETURN	1,096,202	529,000	0	0	692,361	932,841	(163,361)
425 SPECIAL ASSESMENT & DIST	499,639	81,939	0	152,740	0	428,838	(70,801)
426 SECTION 8 HOUSING	1,265,555	1,325,000	0	1,755,000	0	835,555	(430,000)
427 CDBG GRANT	0	28,500	0	28,500	0	0	0
434 CC SAFE/CLEAN WATER PRTCN	9,199,064	8,079,000	0	5,850,000	0	11,428,064	2,229,000
436 BSCC YOUTH REINVEST PRGRM	118,094	253,245	0	205,100	0	166,239	48,145
475 CC PARKING AUTHORITY	13,991,320	3,750,000	0	7,405,990	1,200,000	9,135,330	(4,855,990)
476 CC HOUSING AUTHORITY	15,031,045	198,000	4,908,776	3,437,775	817,225	15,882,821	851,776
485 COOP UNRESTRICTED	8,053,637	0	0	3,230,300	0	4,823,337	(3,230,300)
<b>TOTAL SPEC REVENUE FUNDS</b>	<b>55,200,297</b>	<b>17,077,701</b>	<b>5,225,896</b>	<b>23,917,705</b>	<b>3,981,341</b>	<b>49,604,848</b>	<b>(5,595,449)</b>
<b>ENTERPRISE/USER FEE FUNDS</b>							
202 REFUSE FUND*	3,834,490	15,561,713	0	16,603,478	0	2,792,725	(1,041,765)
203 BUS FUND**	11,225,728	32,845,723	1,514,326	21,884,750	300,000	23,401,027	12,175,299
204 SEWER FUND***	22,357,949	10,739,000	0	19,319,000	0	13,777,949	(8,580,000)
205 MUNICIPAL FIBER NETWORK	(2,792,749)	3,616,314	0	2,911,385	0	(2,087,820)	704,929
<b>TOTAL ENTERPRISE</b>	<b>34,625,418</b>	<b>62,762,750</b>	<b>1,514,326</b>	<b>60,718,613</b>	<b>300,000</b>	<b>37,883,881</b>	<b>3,258,463</b>
<b>CAPITAL FUNDS</b>							
417 NEW DEV IMPACT FEE	950,730	0	0	714,600	0	236,130	(714,600)
418 SPECIAL GAS TAX	2,268,842	1,769,000	0	3,072,600	400,000	565,242	(1,703,600)
419 PARK FACILITIES	1,489,909	180,000	0	863,450	0	806,459	(683,450)
420 CAPITAL IMPV/ACQ (I & A)	2,909,759	776,845	619,000	3,258,090	0	1,047,514	(1,862,245)
423 GRANTS CAPITAL (CIP)	(3,279,706)	33,301,700	0	28,714,000	0	1,307,994	4,587,700
428 CDBG GRANT-CAPITAL	0	652,900	0	643,210	0	9,690	9,690
431 MEASURE R	387,233	497,000	0	422,790	225,210	236,233	(151,000)
435 MEASURE M	1,590,821	605,007	0	1,447,250	0	748,578	(842,243)
<b>TOTAL CAPITAL FUNDS</b>	<b>6,317,588</b>	<b>37,782,452</b>	<b>619,000</b>	<b>39,135,990</b>	<b>625,210</b>	<b>4,957,840</b>	<b>(1,359,748)</b>
<b>INTERNAL SERVICE FUNDS</b>							
307 EQUIP. REPLACEMENT	7,070,284	1,053,280	0	975,000	0	7,148,564	78,280
308 EQUIP. MAINT	0	7,471,000	0	7,471,000	0	0	0
309 SELF INSURANCE	1,738,857	9,225,000	0	8,995,000	0	1,968,857	230,000
310 CENTRAL STORES	0	1,670,700	0	1,670,700	0	0	0
<b>TOTAL INTERNAL SVCS</b>	<b>8,809,141</b>	<b>19,419,980</b>	<b>0</b>	<b>19,111,700</b>	<b>0</b>	<b>9,117,421</b>	<b>308,280</b>
<b>OTHER</b>							
550 CC SUCCESSOR AGY RDA	14,084,316	24,389,900	0	17,250,712	4,908,776	16,314,728	2,230,412
<b>TOTAL OTHER</b>	<b>14,084,316</b>	<b>24,389,900</b>	<b>0</b>	<b>17,250,712</b>	<b>4,908,776</b>	<b>16,314,728</b>	<b>2,230,412</b>
<b>TOTAL BUDGET BEFORE ADJUSTMENTS</b>	<b>221,453,760</b>	<b>269,494,558</b>	<b>10,501,447</b>	<b>287,563,600</b>	<b>10,501,447</b>	<b>203,384,718</b>	<b>(18,069,042)</b>
LESS INTERNAL SVCS	8,809,141	19,419,980	0	19,111,700	0	9,117,421	308,280
<b>TOTAL BUDGET</b>	<b>212,644,619</b>	<b>250,074,578</b>	<b>10,501,447</b>	<b>268,451,900</b>	<b>10,501,447</b>	<b>194,267,297</b>	<b>(18,377,322)</b>

\* 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 2021/2022**

	APPROPRIABLE FUND BALANCE July 1, 2021	ESTIMATED REVENUE 2021/2022	ESTIMATED TRANSFERS IN	ESTIMATED EXPENDITURES 2021/2022	ESTIMATED TRANSFERS OUT	ESTIMATED APPROPRIABLE June 30, 2022	ESTIMATED CHANGE IN FUND BALANCE
<b>GENERAL FUND</b>							
101 GENERAL FUND	85,506,000	127,929,325	3,958,668	131,337,378	2,742,000	83,314,615	(2,191,385)
<b>TOTAL GENERAL FUND</b>	<b>85,506,000</b>	<b>127,929,325</b>	<b>3,958,668</b>	<b>131,337,378</b>	<b>2,742,000</b>	<b>83,314,615</b>	<b>(2,191,385)</b>
<b>SPECIAL REVENUE FUNDS</b>							
410 AQMD	232,472	45,000	0	85,000	0	192,472	(40,000)
411 PARATRANSIT	84,556	79,715	197,781	277,496	0	84,556	0
412 BUILDING SURCHARGE	725,616	311,000	0	470,244	0	566,372	(159,244)
413 ARTS IN PUBLIC PLACES	3,043,303	379,000	0	577,906	0	2,844,397	(198,906)
414 OPERATING GRANTS	21,793	1,334,043	0	254,043	1,080,000	21,793	0
415 PROP A LOCAL RETURN	1,014,705	812,822	0	0	801,822	1,025,705	11,000
416 ASSET SEIZURE	849,378	10,000	0	0	0	859,378	10,000
424 PROP C LOCAL RETURN	932,841	454,361	0	0	530,326	856,876	(75,965)
425 SPECIAL ASSESMENT & DIST	428,838	82,357	0	112,464	0	398,731	(30,107)
426 SECTION 8 HOUSING	835,555	1,343,400	0	1,862,887	0	316,068	(519,487)
427 CDBG GRANT	0	44,000	0	44,000	0	0	0
434 CC SAFE/CLEAN WATER PRTCN	11,428,064	2,133,000	0	3,208,500	0	10,352,564	(1,075,500)
436 BSCC-YOUTH REINVESTMENT C	166,239	254,338	0	210,756	0	209,821	43,582
475 CC PARKING AUTHORITY	9,135,330	4,438,049	0	2,703,660	1,200,000	9,669,719	534,389
476 CC HOUSING AUTHORITY	15,882,821	0	5,996,000	12,444,149	978,668	8,456,004	(7,426,817)
485 COOP UNRESTRICTED	4,823,337	0	0	0	0	4,823,337	0
<b>TOTAL SPEC REVENUE FUNDS</b>	<b>49,604,848</b>	<b>11,721,085</b>	<b>6,193,781</b>	<b>22,251,105</b>	<b>4,590,816</b>	<b>40,677,793</b>	<b>(8,927,055)</b>
<b>ENTERPRISE/USER FEE FUNDS</b>							
202 REFUSE FUND*	2,792,725	17,608,236	0	19,047,879	0	1,353,082	(1,439,643)
203 BUS FUND**	23,401,027	44,516,164	1,134,367	42,783,326	300,000	25,968,232	2,567,205
204 SEWER FUND***	13,777,949	10,839,000	0	13,184,920	0	11,432,029	(2,345,920)
205 MUNICIPAL FIBER NETWORK	(2,087,820)	3,616,314	0	2,218,361	0	(689,867)	1,397,953
<b>TOTAL ENTERPRISE</b>	<b>37,883,881</b>	<b>76,579,714</b>	<b>1,134,367</b>	<b>77,234,486</b>	<b>300,000</b>	<b>38,063,476</b>	<b>179,595</b>
<b>CAPITAL FUNDS</b>							
417 NEW DEV IMPACT FEE	236,130	55,000	0	170,000	0	121,130	(115,000)
418 SPECIAL GAS TAX	565,242	1,849,893	0	1,327,660	400,000	687,475	122,233
419 PARK FACILITIES	806,459	55,000	0	555,627	0	305,832	(500,627)
420 CAPITAL IMPV/ACQ (I & A)	1,047,514	1,748,000	2,742,000	4,380,000	0	1,157,514	110,000
423 GRANTS CAPITAL (CIP)	1,307,994	0	0	0	0	1,307,994	0
428 CDBG GRANT-CAPITAL	9,690	175,000	0	175,000	0	9,690	0
431 MEASURE R	236,233	253,000	0	251,000	0	238,233	2,000
435 MEASURE M	748,578	573,327	0	600,000	0	721,905	(26,673)
<b>TOTAL CAPITAL FUNDS</b>	<b>4,957,840</b>	<b>4,709,220</b>	<b>2,742,000</b>	<b>7,459,287</b>	<b>400,000</b>	<b>4,549,773</b>	<b>(408,067)</b>
<b>INTERNAL SERVICE FUNDS</b>							
307 EQUIP. REPLACEMENT	7,148,564	2,123,357	0	1,748,977	0	7,522,944	374,380
308 EQUIP. MAINT	0	7,995,555	0	8,467,906	0	(472,351)	(472,351)
309 SELF INSURANCE	1,968,857	9,405,571	0	8,747,626	0	2,626,802	657,945
310 CENTRAL STORES	0	1,926,770	0	1,969,400	0	(42,630)	(42,630)
<b>TOTAL INTERNAL SVCS</b>	<b>9,117,421</b>	<b>21,451,253</b>	<b>0</b>	<b>20,933,909</b>	<b>0</b>	<b>9,634,765</b>	<b>517,344</b>
<b>OTHER</b>							
550 CC SUCESSOR AGY RDA	16,314,728	20,314,574	0	15,428,476	5,996,000	15,204,826	(1,109,902)
<b>TOTAL OTHER</b>	<b>16,314,728</b>	<b>20,314,574</b>	<b>0</b>	<b>15,428,476</b>	<b>5,996,000</b>	<b>15,204,826</b>	<b>(1,109,902)</b>
<b>TOTAL BUDGET BEFORE ADJSTMNTS</b>	<b>203,384,718</b>	<b>262,705,171</b>	<b>14,028,816</b>	<b>274,644,641</b>	<b>14,028,816</b>	<b>191,445,248</b>	<b>(11,939,470)</b>
LESS INTERNAL SVCS	9,117,421	21,451,253	0	20,933,909	0	9,634,765	517,344
<b>TOTAL BUDGET</b>	<b>194,267,297</b>	<b>241,253,918</b>	<b>14,028,816</b>	<b>253,710,732</b>	<b>14,028,816</b>	<b>181,810,483</b>	<b>(12,456,814)</b>

\* 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 2021/2022

	ACTUAL RECEIPTS <u>2019/2020</u>	ADOPTED BUDGET <u>2020/2021</u>	ADJUSTED BUDGET <u>2020/2021</u>	CITY MGR RECOMMEND <u>2021/2022</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% <u>VARIANCE</u>
<b><u>GENERAL FUND</u></b>						
PROPERTY TAX	10,251,499	10,128,843	10,711,068	10,511,000	(200,068)	(1.9%)
SALES TAX	19,524,760	16,314,000	20,432,030	21,650,192	1,218,162	6.0%
SALES TAX-MEASURE CC	9,149,608	7,573,000	9,138,000	9,937,000	799,000	8.7%
SALES TAX-MEASURE C	4,481,941	3,787,000	4,469,000	4,914,000	445,000	10.0%
PUBLIC SAFETY SALES TAX	450,634	340,000	445,000	450,000	5,000	1.1%
BUSINESS LICENSE TAX	14,313,475	6,950,000	8,500,000	13,750,000	5,250,000	61.8%
CANNABIS TAX	286,374	25,000	1,025,000	1,811,000	786,000	76.7%
FRANCHISE TAX	1,435,516	1,000,000	1,740,000	1,400,000	(340,000)	(19.5%)
REAL PROP TRANS TAX	4,067,119	3,210,000	5,550,000	10,550,000	5,000,000	90.1%
UTILITY TAXES	13,329,639	10,985,000	11,789,114	13,397,000	1,607,886	13.6%
TRANS OCC TAX	6,319,491	4,266,000	2,500,000	3,704,000	1,204,000	48.2%
COM/IND DEV TAX	2,750,778	1,311,100	400,000	500,000	100,000	25.0%
LICENSES AND PERMITS	6,264,876	6,143,670	4,143,670	4,922,500	778,830	18.8%
INTERGOVERNMENTAL	5,913,472	5,916,785	5,916,785	10,030,259	4,113,474	69.5%
CHARGES FOR SERVICES	9,970,830	10,830,842	7,807,522	8,897,965	1,090,443	14.0%
FINES AND FORFEITS	4,478,030	4,152,500	2,302,500	2,912,000	609,500	26.5%
USE OF MONEY & PROPERTY	3,717,339	1,388,768	1,388,768	1,920,365	531,597	38.3%
OTHER REVENUES	11,098,693	8,962,957	9,257,907	10,630,712	1,372,805	14.8%
<b>TOTAL GENERAL FUND</b>	<b>127,804,074</b>	<b>103,285,465</b>	<b>107,516,364</b>	<b>131,887,993</b>	<b>24,371,629</b>	<b>22.7%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
AQMD FUND	59,386	85,000	85,000	45,000	(40,000)	(47.1%)
PARATRANSIT FUND	336,645	314,867	314,867	277,496	(37,371)	(11.9%)
BUILDING SURCHARGE	408,539	211,000	211,000	311,000	100,000	47.4%
ARTS IN PUBLIC PLACES	1,004,402	379,000	379,000	379,000	0	0.0%
GRANTS OPERATING FUND	1,016,142	1,029,157	1,485,011	1,334,043	(150,968)	(10.2%)
SPECIAL ASSESSMENT & DIST	115,637	76,189	81,939	82,357	418	0.5%
PROP A LOCAL RETURN FUND	822,475	857,755	857,755	812,822	(44,933)	(5.2%)
PROP C LOCAL RETURN FUND	684,900	454,361	454,361	454,361	0	0.0%
ASSET SEIZURES FUND	196,884	11,000	11,000	10,000	(1,000)	(9.1%)
SECTION 8 HOUSING	1,686,250	1,379,000	1,379,000	1,343,400	(35,600)	(2.6%)
CDBG OPERATING GRANT FUND	7,342	28,500	28,500	44,000	15,500	54.4%
CC SAFE/CLEAN WATER PROTECTION	2,351,733	2,133,000	8,079,598	2,133,000	(5,946,598)	(73.6%)
BSCC-YOUTH REINVESTMENT GRANT	257,516	205,086	205,086	254,338	49,252	24.0%
CC PARKING AUTHORITY	5,359,688	5,099,818	5,099,818	4,438,049	(661,769)	(13.0%)
CC HOUSING AUTHORITY	443,275	5,009,776	5,009,776	5,996,000	986,224	19.7%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>14,750,814</b>	<b>17,273,509</b>	<b>23,681,711</b>	<b>17,914,866</b>	<b>(5,766,845)</b>	<b>(24.4%)</b>
<b><u>ENTERPRISE FUNDS</u></b>						
REFUSE FUNDS	17,026,146	15,561,713	15,561,713	17,608,236	2,046,523	13.2%
MUNICIPAL BUS	30,942,228	37,475,684	38,217,684	45,650,531	7,432,847	19.4%
SEWER FUND	11,615,871	10,739,000	10,739,000	10,839,000	100,000	0.9%
MUNICIPAL FIBER NETWORK	952,404	3,616,314	3,616,314	3,616,314	0	0.0%
<b>TOTAL ENTERPRISE FUNDS</b>	<b>60,536,649</b>	<b>67,392,711</b>	<b>68,134,711</b>	<b>77,714,081</b>	<b>9,579,370</b>	<b>14.1%</b>

# CITY OF CULVER CITY SUMMARY OF REVENUES FISCAL 2021/2022

	ACTUAL RECEIPTS <u>2019/2020</u>	ADOPTED BUDGET <u>2020/2021</u>	ADJUSTED BUDGET <u>2020/2021</u>	CITY MGR RECOMMEND <u>2021/2022</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% <u>VARIANCE</u>
<b><u>CAPITAL IMPROVEMENT FUNDS</u></b>						
NEW DEV. IMPACT FEE FUND	382,752	-77,869	-77,869	55,000	132,869	(170.6%)
SPECIAL GAS TAX FUND	1,663,926	1,834,464	1,834,464	1,849,893	15,429	0.8%
PARK FACILITIES FUND	345,686	-207,366	-207,366	55,000	262,366	(126.5%)
CAPITAL IMPV/ACQ FUND	1,065,082	13,135,395	13,135,395	4,490,000	(8,645,395)	(65.8%)
GRANTS CAPITAL FUND	595,141	33,301,734	33,301,734	0	(33,301,734)	(100.0%)
CDBG CAPITAL GRANT FUND	0	652,936	652,936	175,000	(477,936)	(73.2%)
MEASURE R FUND	496,719	2,205,477	2,205,477	253,000	(1,952,477)	(88.5%)
MEASURE M FUND	584,333	605,007	605,007	573,327	(31,680)	(5.2%)
COOP UNRESTRICTED CAP FUND	186,360	-143,981	-143,981	0	143,981	(100.0%)
<b>TOTAL CAPITAL IMPROVEMENT FUNDS</b>	<b>5,319,999</b>	<b>51,305,797</b>	<b>51,305,797</b>	<b>7,451,220</b>	<b>(43,854,577)</b>	<b>(85.5%)</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
EQUIPMENT REPLACEMENT	2,624,498	1,053,297	1,053,297	2,123,357	1,070,060	101.6%
EQUIPMENT MAINTENANCE	8,293,633	8,076,148	8,076,148	7,995,555	(80,593)	(1.0%)
SELF INSURANCE	6,931,203	9,396,806	10,049,091	9,405,571	(643,520)	(6.4%)
STORES	1,482,190	1,926,770	1,926,770	1,926,770	0	0.0%
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>19,331,524</b>	<b>20,453,021</b>	<b>21,105,306</b>	<b>21,451,253</b>	<b>345,947</b>	<b>1.6%</b>
CC SUCESSOR AGENCY FUNDS TOTAL	21,038,103	24,389,859	24,389,859	20,314,574	(4,075,285)	(16.7%)
<b>TOTAL OPERATING AND CIP FUNDS</b>	<b>248,781,163</b>	<b>284,100,362</b>	<b>296,133,748</b>	<b>276,733,987</b>	<b>(19,399,761)</b>	<b>(6.6%)</b>
LESS: INTERNAL SERVICE FUNDS	19,331,524	20,453,021	21,105,306	21,451,253	345,947	1.6%
<b>TOTAL BUDGET</b>	<b>229,449,639</b>	<b>263,647,341</b>	<b>275,028,442</b>	<b>255,282,734</b>	<b>(19,745,708)</b>	<b>(7.2%)</b>

**CITY OF CULVER CITY**  
**RECAP OF APPROPRIATION BY DEPARTMENT**  
**FISCAL YEAR 2021/2022**

	ACTUAL EXPEND <u>2019/2020</u>	ADOPTED BUDGET <u>2020/2021</u>	ADJUSTED BUDGET * <u>2020/2021</u>	CITY MGR RECOMM <u>2021/2022</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>
<b><u>GENERAL FUND</u></b>						
<b>GENERAL GOVERNMENT</b>						
CITY COUNCIL	276,274	215,656	215,656	197,627	(18,029)	-8.36%
CITY MANAGER	1,456,028	1,434,590	1,624,697	1,635,898	11,201	0.69%
CITY ATTORNEY	2,872,513	2,768,266	3,132,772	2,895,239	(237,533)	-7.58%
FINANCE	5,195,426	5,465,666	5,751,091	6,129,774	378,683	6.58%
NON-DEPARTMENTAL	4,077,536	3,470,907	4,497,453	6,608,464	2,111,011	46.94%
NON-DEPARTMENTAL <i>(excess approp.)</i>	0	(1,640,000)	(1,807,979)	(3,000,000)	(1,192,021)	0.00%
ADMINISTRATIVE SERVICES	2,491,196	2,496,522	2,726,086	2,701,179	(24,907)	-0.91%
INFORMATION TECH	4,613,038	4,574,137	4,760,181	5,087,821	327,640	6.88%
TOTAL GENERAL GOVERNMENT	20,982,012	18,785,744	20,899,957	22,256,002	1,356,045	6.49%
PARKS, REC. & COMMUNITY SVCS	8,783,455	9,480,758	9,639,312	9,698,618	59,306	0.62%
POLICE DEPARTMENT	44,063,429	44,557,234	45,361,944	48,065,283	2,703,339	5.96%
FIRE DEPARTMENT	24,226,486	24,969,152	25,724,953	27,696,170	1,971,217	7.66%
COMMUNITY DEVELOPMENT	9,803,786	8,209,207	11,285,277	9,524,010	(1,761,267)	-15.61%
PUBLIC WORKS	13,063,006	12,420,018	13,821,170	14,097,295	276,125	2.00%
Transfers	26,521	686,120	1,382,655	2,742,000	1,359,345	98.31%
<b>TOTAL GENERAL FUND</b>	<b>120,948,694</b>	<b>119,108,233</b>	<b>128,115,267</b>	<b>134,079,378</b>	<b>5,964,111</b>	<b>4.66%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
TOTAL AQMD	3	85,000	85,000	85,000	0	100.00%
TOTAL PARATRANSIT	297,655	242,642	250,237	277,496	27,259	10.89%
TOTAL BUILDING SURCHARGE	483,660	378,408	1,095,276	470,244	(625,032)	-57.07%
TOTAL GRANTS	1,004,031	1,029,157	1,526,194	1,334,043	(192,151)	-12.59%
TOTAL ARTS IN PUBLIC PLACES	463,805	685,613	1,684,286	577,906	(1,106,380)	-65.69%
TOTAL ASSESSMENT DISTRICTS	39,564	142,544	152,739	112,464	(40,275)	-26.37%
TOTAL CDBG-OPERATING	7,341	28,500	28,500	44,000	15,500	54.39%
TOTAL SEC. 8 FUND	1,652,612	1,763,541	1,813,115	1,862,887	49,772	2.75%
TOTAL PROP A FUND	807,503	846,755	846,755	801,822	(44,933)	-5.31%
TOTAL PROP C FUND	648,603	692,361	692,361	530,326	(162,035)	-23.40%
TOTAL ASSET SEIZURE FUND	438,714	0	65,688	0	(65,688)	-100.00%
TOTAL CC SAFE/CLEAN WATER PRT	3,098,867	2,110,000	15,476,890	3,208,500	(12,268,390)	-79.27%
TOTAL BSCC-YTH REINVSTMNT GRN	139,423	205,086	205,086	210,756	5,670	2.76%
TOTAL CC PARKING AUTHORITY	3,089,449	3,842,298	8,605,986	3,903,660	(4,702,326)	-54.64%
TOTAL CC HOUSING AUTHORITY	1,808,795	0	9,245,535	13,422,817	4,177,282	45.18%
TOTAL ECON DEV PROGS	23,170	3,073,517	3,073,517	0	(3,073,517)	-100.00%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>14,003,196</b>	<b>15,125,422</b>	<b>44,847,163</b>	<b>26,841,921</b>	<b>(18,005,242)</b>	<b>-40.15%</b>

**CITY OF CULVER CITY  
RECAP OF APPROPRIATION BY DEPARTMENT  
FISCAL YEAR 2021/2022**

	ACTUAL EXPEND <u>2019/2020</u>	ADOPTED BUDGET <u>2020/2021</u>	ADJUSTED BUDGET * <u>2020/2021</u>	CITY MGR RECOMM <u>2021/2022</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>
<b><u>ENTERPRISE AND USER FEE FUNDS **</u></b>						
TOTAL REFUSE	17,985,826	16,941,516	17,972,275	19,047,879	1,075,604	5.98%
TOTAL TRANSIT	38,162,623	40,837,276	46,349,834	43,083,326	(3,266,508)	-7.05%
TOTAL SEWER	15,706,524	11,447,203	22,564,840	13,184,920	(9,379,920)	-41.57%
TOTAL MUNICIPAL FIBER NTRWK	3,552,955	2,165,786	4,310,639	2,218,361	(2,092,278)	-48.54%
<b>TOTAL ENTERPRISE</b>	<b>75,407,928</b>	<b>71,391,781</b>	<b>91,197,588</b>	<b>77,534,486</b>	<b>(13,663,101)</b>	<b>-14.98%</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>	<b>7,400,612</b>	<b>37,609,903</b>	<b>43,274,937</b>	<b>7,859,287</b>	<b>(35,415,650)</b>	<b>-81.84%</b>
<b>INTERNAL SERVICE FUNDS</b>	<b>20,520,212</b>	<b>18,177,650</b>	<b>20,282,487</b>	<b>20,933,909</b>	<b>651,422</b>	<b>3.21%</b>
<b>SUCCESSOR AGENCY FUNDS</b>	<b>6,953,788</b>	<b>16,213,433</b>	<b>38,372,921</b>	<b>21,424,476</b>	<b>(16,948,445)</b>	<b>-44.17%</b>
<b>TOTAL BUDGET BEFORE ADJ.</b>	<b>245,234,428</b>	<b>277,626,422</b>	<b>366,090,364</b>	<b>288,673,457</b>	<b>(77,416,906)</b>	<b>-21.15%</b>
<b>LESS INTERNAL SERVICE FUND</b>	<b>20,520,212</b>	<b>18,177,650</b>	<b>20,282,487</b>	<b>20,933,909</b>	<b>651,422</b>	<b>3.21%</b>
<b>TOTAL BUDGET</b>	<b>224,714,215</b>	<b>259,448,772</b>	<b>345,807,876</b>	<b>267,739,548</b>	<b>(78,068,328)</b>	<b>-22.58%</b>

\* 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 2021/2022**

	ACTUAL EXPEND 2019/2020	ADOPTED BUDGET 2020/2021	ADJUSTED BUDGET 2020/2021	PERSONNEL SERVICES 2021/2022	MAINT. & OPERATIONS 2021/2022	PROPOSED BUDGET		TOTAL 2021/2022	CHANGE FROM PRIOR YR ADJUSTED
						CAPITAL OUTLAY 2021/2022	OTHER 2021/2022		
<b><u>GENERAL FUND</u></b>									
<b><u>GENERAL GOVERNMENT</u></b>									
10110000 CITY COUNCIL	276,274	215,656	215,656	150,653	46,974	0	0	197,627	(18,029)
10110100 CITY MANAGER	1,456,027	1,434,590	1,624,697	1,435,059	200,839	0	0	1,635,898	11,201
10113100 CITY ATTORNEY	2,872,513	2,768,266	3,132,772	1,467,285	1,427,954	0	0	2,895,239	(237,533)
10114100 FINANCE ADMIN	1,489,093	1,411,188	1,573,198	1,032,100	394,029	0	0	1,426,129	(147,069)
10114200 GENERAL ACCOUNTING	864,352	893,895	931,095	1,026,664	18,113	0	0	1,044,777	113,682
10114300 BUDGET & FINANCIAL OPERATIONS	1,008,855	1,166,099	1,167,099	1,373,722	26,954	0	0	1,400,676	233,577
10114400 TREASURY	1,036,962	1,184,221	1,262,781	1,275,074	179,089	0	0	1,454,163	191,382
10114500 PURCHASING	796,163	810,263	816,918	698,488	105,541	0	0	804,029	(12,889)
10116100 NON-DEPARTMENTAL	4,077,536	3,470,907	4,497,453	0	4,448,464	0	2,160,000	6,608,464	2,111,011
10116100 NON-DEPARTMENTAL (excess approp.)	0	(1,640,000)	(1,807,979)	0	0	0	(3,000,000)	(3,000,000)	(1,192,021)
10122100 HUMAN RESOURCES	1,573,948	1,546,357	1,701,977	1,646,727	139,941	0	0	1,786,668	84,691
10122300 CITY CLERK	716,931	727,349	801,292	551,162	143,458	0	0	694,620	(106,672)
10122400 CULTURAL AFFAIRS	200,317	222,816	222,816	218,277	1,614	0	0	219,891	(2,925)
10124100 INFORMATION TECHNOLOGY	4,055,612	3,868,870	4,019,699	2,589,741	1,658,179	0	0	4,247,920	228,221
10124200 GRAPHIC SERVICES	296,488	424,642	424,642	166,950	259,863	0	0	426,813	2,171
10124300 INFORMATION TECH-PUBLIC SAFETY	260,939	280,625	315,840	405,281	7,807	0	0	413,088	97,248
<b>TOTAL GENERAL GOVERNMENT</b>	<b>20,982,011</b>	<b>18,785,744</b>	<b>20,899,957</b>	<b>14,037,183</b>	<b>9,058,819</b>	<b>0</b>	<b>(840,000)</b>	<b>22,256,002</b>	<b>1,356,045</b>
<b><u>PARKS, RECREATION AND COMMUNITY SERVICES DEPT.</u></b>									
10130100 ADMINISTRATION DIVISION	680,738	730,807	737,587	513,050	207,486	0	0	720,536	(17,051)
10130110 VETERANS MEMORIAL BUILDING	865,172	785,984	789,126	482,249	285,392	0	0	767,641	(21,485)
10130200 RECREATION DIVISION	662,624	862,232	863,819	759,697	51,593	0	0	811,290	(52,529)
10130211 PARKS & PLAYGROUNDS	306,878	369,981	366,201	361,611	7,902	0	0	369,513	3,312
10130212 CAMP PROGRAMS	228,010	353,287	355,287	271,098	75,418	0	0	346,516	(8,771)
10130220 AQUATICS	660,406	842,855	848,375	750,775	86,934	0	0	837,709	(10,666)
10130233 CULVER CITY AFTER SCHOOL PROG	264,289	369,530	368,730	349,278	20,059	0	0	369,337	607
10130240 SPORTS PROGRAMS	232,212	250,237	250,237	8,410	241,960	0	0	250,370	133
10130250 REC. & ENRICHMENT CLASSES	671,890	824,040	824,040	169,970	657,695	0	0	827,665	3,625
10130260 TEEN CENTER	83,921	151,090	151,090	136,612	8,796	0	0	145,408	(5,682)
10130270 YOUTH MENTORING PROGRAM	20,666	20,705	20,705	20,469	319	0	0	20,788	83
10130280 COMMUNITY EVENT/EXCURSIONS	56,377	7,954	27,731	7,569	22,868	0	0	30,437	2,706
10130285 COMM. EVT-FIESTA LA BALLONA	104,678	10,348	10,348	1,053	30,238	0	0	31,291	20,943
10130300 PARKS DIVISION	2,845,721	2,601,376	2,723,704	2,091,300	809,763	0	0	2,901,063	177,359
10130400 SENIOR AND SOCIAL SVCS	1,072,355	1,257,283	1,257,283	1,115,563	110,383	0	0	1,225,946	(31,337)
10130430 VOLUNTEERING	27,517	43,049	45,049	38,592	4,516	0	0	43,108	(1,941)
<b>TOTAL PARKS, REC. &amp; COMM. SVCS.</b>	<b>8,783,455</b>	<b>9,480,758</b>	<b>9,639,312</b>	<b>7,077,296</b>	<b>2,621,322</b>	<b>0</b>	<b>0</b>	<b>9,698,618</b>	<b>59,306</b>
<b><u>PUBLIC SAFETY</u></b>									
<b><u>POLICE</u></b>									
10140100 OFC OF THE POLICE CHIEF	882,818	823,961	823,961	847,436	26,703	0	0	874,139	50,178
10140200 OPERATING BUREAUS	43,180,611	43,733,273	44,537,983	39,568,363	7,218,828	403,953	0	47,191,144	2,653,161
<b>TOTAL POLICE</b>	<b>44,063,429</b>	<b>44,557,234</b>	<b>45,361,944</b>	<b>40,415,799</b>	<b>7,245,531</b>	<b>403,953</b>	<b>0</b>	<b>48,065,283</b>	<b>2,703,339</b>
<b><u>FIRE</u></b>									
10145100 OFC OF THE FIRE CHIEF	1,321,270	1,509,409	1,506,529	1,337,030	92,294	0	0	1,429,324	(77,205)
10145200 FIRE SUPPRESSION	13,879,445	13,393,042	13,471,773	13,051,536	1,473,518	0	0	14,525,054	1,053,281
10145300 EMERGENCY MEDICAL	6,578,356	7,469,970	8,088,600	8,111,907	818,839	0	0	8,930,746	842,146
10145400 EMERGENCY PREP	293,885	309,339	369,339	274,051	29,849	0	0	303,900	(65,439)
10145600 COMMUNITY RISK REDUCTION	1,603,745	1,696,784	1,696,784	1,719,360	135,971	0	0	1,855,331	158,547
10145700 TELECOMMUNICATIONS	549,784	590,608	591,928	425,014	226,801	0	0	651,815	59,887
<b>TOTAL FIRE</b>	<b>24,226,486</b>	<b>24,969,152</b>	<b>25,724,953</b>	<b>24,918,898</b>	<b>2,777,272</b>	<b>0</b>	<b>0</b>	<b>27,696,170</b>	<b>1,971,217</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>68,289,915</b>	<b>69,526,386</b>	<b>71,086,897</b>	<b>65,334,697</b>	<b>10,022,803</b>	<b>403,953</b>	<b>0</b>	<b>75,761,453</b>	<b>4,674,556</b>

**CITY OF CULVER CITY  
RECAP OF APPROPRIATION BY DIVISION  
FISCAL YEAR 2021/2022**

	ACTUAL EXPEND 2019/2020	ADOPTED BUDGET 2020/2021	ADJUSTED BUDGET 2020/2021	PERSONNEL SERVICES 2021/2022	MAINT. & OPERATIONS 2021/2022	PROPOSED BUDGET		TOTAL 2021/2022	CHANGE FROM PRIOR YR ADJUSTED
						CAPITAL OUTLAY 2021/2022	OTHER 2021/2022		
<b>COMMUNITY DEVELOPMENT</b>									
10150100 ADMINISTRATION	536,882	626,787	639,787	532,061	97,125	0	0	629,186	(10,601)
10150120 ECONOMIC DEVELOPMENT	1,427,307	1,866,851	2,125,433	1,161,150	429,685	0	0	1,590,835	(534,598)
10150150 BUILDING SAFETY	3,070,508	1,816,096	2,231,193	1,895,831	397,068	15,000	0	2,307,899	76,706
10150200 CURRENT PLANNING	1,458,709	1,283,095	1,393,265	1,289,971	223,016	0	0	1,512,987	119,722
10150250 ENFORCEMENT SERVICES	994,662	989,092	1,076,585	977,331	129,733	0	0	1,107,064	30,479
10150400 ADVANCE PLANNING	1,425,682	516,313	2,329,879	530,031	19,045	0	0	549,076	(1,780,803)
10150500 AGENCY HOUSING & REHAB.	882,859	1,110,973	1,202,185	963,465	15,203	0	0	978,668	(223,517)
10150520 HOMELESS SERVICES	7,177	0	0	0	0	0	0	0	0
10150550 AGENCY HOUSING & REHAB.	0	0	286,950	372,895	468,400	7,000	0	848,295	561,345
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>9,803,786</b>	<b>8,209,207</b>	<b>11,285,277</b>	<b>7,722,735</b>	<b>1,779,275</b>	<b>22,000</b>	<b>0</b>	<b>9,524,010</b>	<b>(1,761,267)</b>
<b>PUBLIC WORKS</b>									
10160100 ADMINISTRATION	1,066,373	851,003	1,236,870	801,132	125,700	0	0	926,832	(310,038)
10160150 ENGINEERING	2,153,683	1,660,305	1,993,687	1,732,911	287,546	0	0	2,020,457	26,770
10160170 MOBILITY & TRAFFIC ENGINEERING	651,093	863,509	994,662	940,098	216,235	0	0	1,156,333	161,671
10160200 MAINT OPERATIONS	481,528	485,777	485,777	404,329	17,144	0	0	421,473	(64,304)
10160210 STREETS	2,122,457	1,989,823	2,081,216	1,496,086	665,652	3,616	0	2,165,354	84,138
10160220 TREES MAINTENANCE	1,313,184	1,283,099	1,283,299	299,420	1,089,050	3,000	0	1,391,470	108,171
10160230 MAINT- BLDGS	2,683,041	2,548,868	2,816,769	1,676,898	1,153,735	10,000	0	2,840,633	23,864
10160240 MAINT- ELECTRICAL	1,418,886	1,503,782	1,594,189	1,027,577	522,166	50,000	0	1,599,743	5,554
10160250 GRAFFITI ABATEMENT	312,076	306,731	306,731	244,414	60,203	0	0	304,617	(2,114)
10160260 MAINT- PARKING METERS	572,596	610,634	631,484	282,339	362,164	0	0	644,503	13,019
10160460 ENVIRONMENTAL MGMT	288,088	316,487	396,487	113,470	512,410	0	0	625,880	229,393
<b>TOTAL PUBLIC WORKS</b>	<b>13,063,006</b>	<b>12,420,018</b>	<b>13,821,170</b>	<b>9,018,674</b>	<b>5,012,005</b>	<b>66,616</b>	<b>0</b>	<b>14,097,295</b>	<b>276,125</b>
10116100 TRANSFERS-OUT/SELF-INSURANCE FUND	0	0	652,285	0	0	0	0	0	(652,285)
10116100 TRANSFERS-OUT/GRANTS	26,521	67,120	67,120	0	0	0	0	0	0
10116100 TRANSFERS-OUT/I & A (CAPITAL)	0	619,000	663,250	0	0	0	2,742,000	2,742,000	2,078,750
<b>TOTAL GENERAL FUND</b>	<b>120,948,693</b>	<b>119,108,233</b>	<b>128,115,267</b>	<b>103,190,585</b>	<b>28,494,224</b>	<b>492,569</b>	<b>1,902,000</b>	<b>134,079,378</b>	<b>5,964,111</b>
<b>SPECIAL REVENUE FUNDS</b>									
<b>GRANTS OPERATING FUND</b>									
41430410 SENIOR NUTRITION - CI	257,823	263,805	264,200	0	0	0	0	0	(264,200)
41430415 SENIOR NUTRITION - CII & 3B	62,942	70,224	72,405	0	0	0	0	0	(72,405)
41440230 COPS/SLESF/BRULTE	129,947	131,378	131,378	111,346	3,781	0	0	115,127	(16,251)
41440913 POLICE - MISC DOJ GRANTS	11,210	0	0	0	0	0	0	0	0
41440919 AB109-PUBLIC SFTY REALIGNMENT	8,365	0	0	0	0	0	0	0	0
41440930 SELECTIVE TRFC ENFRMNT OTSFY19	30,342	0	0	0	0	0	0	0	0
41440931 SELECTIVE TRFC ENFRMNT OTSFY20	29,523	0	0	0	0	0	0	0	0
41440932 DOJ-CORONAVIRUS EMERG SVC FY20	41,660	0	0	0	0	0	0	0	0
41440933 SELECTIVE TRFC ENFRMNT OTSFY21	0	0	134	0	0	0	0	0	0
41440934 TRAFFIC RECORDS IMP PROJ	0	0	86,000	0	0	0	0	0	0
41445200 HHS CARES ACT	15,184	0	0	0	0	0	0	0	0
41445904 EMERGENCY MGMT PERFORMAN	8,471	8,000	42,461	0	8,166	0	0	8,166	(34,295)
41445909 SAFER GRANT	0	425,000	425,000	0	0	0	1,080,000	1,080,000	655,000
41445911 ASSISTANCE TO FIREFIGHTERS GRNT	0	0	71,906	0	0	0	0	0	(71,906)
41445910 STATE HOMELAND SECURITY 2018	0	0	9,571	0	0	0	0	0	(9,571)
41450541 HOMELESS ASSISTANCE	210,599	24,750	63,914	0	24,750	0	0	24,750	(39,164)
41460902 BIKEWAYS (TDA ARTICLE 3)	28,808	26,000	26,000	0	26,000	0	0	26,000	0
41460903 BUILDING MAINTENANCE	(40)	80,000	107,389	0	80,000	0	0	80,000	(27,389)
41460904 USED OIL BLOCK GRANT	0	0	15,178	0	0	0	0	0	(15,178)
41460905 RECYCLING	26,283	0	0	0	0	0	0	0	0
41460906 CALRECYCLE HHW	5,879	0	44,122	0	0	0	0	0	(44,122)
41460911 CICLAVIA - OPEN STREETS - 2017	0	0	2,750	0	0	0	0	0	(2,750)
41460912 CICLAVIA - OPEN STREETS - 2018	119,103	0	0	0	0	0	0	0	0
41460913 PED/BICYCLE SAFETY PROG	0	0	13,008	0	0	0	0	0	(13,008)
41450400 ADVANCE PLANNING	0	0	150,000	0	0	0	0	0	(150,000)
41470600 RIDESHARE	17,932	0	609	0	0	0	0	0	(609)
41470420 PARA TRANSIT SERVICES	0	0	170	0	0	0	0	0	(170)
<b>TOTAL GRANTS OPERATING FUND</b>	<b>1,004,031</b>	<b>1,029,157</b>	<b>1,526,194</b>	<b>111,346</b>	<b>142,697</b>	<b>0</b>	<b>1,080,000</b>	<b>1,334,043</b>	<b>(192,151)</b>
<b>AQMD FUND</b>									
41070600 AQMD	0	35,000	35,000	0	35,000	0	0	35,000	0
41070620 Rideshare	3	50,000	50,000	0	0	50,000	0	50,000	0
<b>TOTAL AQMD FUND</b>	<b>3</b>	<b>85,000</b>	<b>85,000</b>	<b>0</b>	<b>35,000</b>	<b>50,000</b>	<b>0</b>	<b>85,000</b>	<b>0</b>
<b>PARATRANSIT FUND</b>									
41170420 PARATRANSIT	297,655	242,642	250,237	187,322	90,174	0	0	277,496	27,259
<b>TOTAL PARATRANSIT FUND</b>	<b>297,655</b>	<b>242,642</b>	<b>250,237</b>	<b>187,322</b>	<b>90,174</b>	<b>0</b>	<b>0</b>	<b>277,496</b>	<b>27,259</b>



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	ACTUAL EXPEND 2019/2020	ADOPTED BUDGET 2020/2021	ADJUSTED BUDGET 2020/2021	PERSONNEL SERVICES 2021/2022	MAINT. & OPERATIONS 2021/2022	PROPOSED BUDGET		TOTAL 2021/2022	CHANGE FROM PRIOR YR ADJUSTED
						CAPITAL OUTLAY 2021/2022	OTHER 2021/2022		
<b><u>BUILDING SURCHARGE FUND</u></b>									
41250150 BUILDING SAFETY	2,659	24,000	103,420	23,992	84,000	20,000	0	127,992	24,572
41224100 INFORMATION TECH	431,091	319,576	957,024	187,057	137,355	7,000	0	331,412	(625,612)
41260150 ENGINEERING	49,910	34,832	34,832	840	10,000	0	0	10,840	(23,992)
<b>TOTAL BUILDING SURCHARGE FUND</b>	<b>483,660</b>	<b>378,408</b>	<b>1,095,276</b>	<b>211,889</b>	<b>231,355</b>	<b>27,000</b>	<b>0</b>	<b>470,244</b>	<b>(625,032)</b>
<b><u>ARTS IN PUBLIC PLACES</u></b>									
41322400 ARTS IN PUBLIC PLACES	463,805	685,613	1,684,286	191,119	375,287	11,500	0	577,906	(1,106,380)
<b>TOTAL ARTS IN PUBLIC PLACES FUND</b>	<b>463,805</b>	<b>685,613</b>	<b>1,684,286</b>	<b>191,119</b>	<b>375,287</b>	<b>11,500</b>	<b>0</b>	<b>577,906</b>	<b>(1,106,380)</b>
<b><u>SECTION 8 FUND</u></b>									
42650510 GRANTS/SECT. 8 HOUSING	1,652,612	1,763,541	1,813,115	220,176	1,642,711	0	0	1,862,887	49,772
<b>TOTAL SECTION 8 FUND</b>	<b>1,652,612</b>	<b>1,763,541</b>	<b>1,813,115</b>	<b>220,176</b>	<b>1,642,711</b>	<b>0</b>	<b>0</b>	<b>1,862,887</b>	<b>49,772</b>
<b><u>PROP A FUND</u></b>									
41516100 TRANSFERS-OUT/TRANSIT	807,503	846,755	846,755	0	0	0	801,822	801,822	(44,933)
<b>TOTAL PROP A FUND</b>	<b>807,503</b>	<b>846,755</b>	<b>846,755</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>801,822</b>	<b>801,822</b>	<b>(44,933)</b>
<b><u>PROP C FUND</u></b>									
42416100 TRANSFERS-OUT/MUNI BUS FUND	410,737	442,361	442,361	0	0	0	332,545	332,545	(109,816)
42416100 TRANSFERS-OUT/PARATRANSIT	237,867	250,000	250,000	0	0	0	197,781	197,781	(52,219)
<b>TOTAL PROP C FUND</b>	<b>648,603</b>	<b>692,361</b>	<b>692,361</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>530,326</b>	<b>530,326</b>	<b>(162,035)</b>
<b><u>ASSET SEIZURE FUND</u></b>									
41640450 STATE ASSET SEIZURE FUNDS	175,614	0	0	0	0	0	0	0	0
41640451 ST. ASSET SEIZURE FDS 15%	7,177	0	0	0	0	0	0	0	0
41640454 JUSTICE DEPT. GRANT	255,923	0	65,688	0	0	0	0	0	(65,688)
<b>TOTAL ASSET SEIZURE FUND</b>	<b>438,714</b>	<b>0</b>	<b>65,688</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(65,688)</b>
<b><u>ASSESMENT &amp; SPECIAL DISTRICTS</u></b>									
42516510 W WASH LANDSCAPE MAINT DIST #1	8,844	49,250	53,362	0	22,100	0	0	22,100	(31,262)
42516520 W WASH LANDSCAPE MAINT DIST #2	29,690	28,730	29,063	0	19,600	0	0	19,600	(9,463)
42516530 W WASH LANDSCAPE MAINT DIST #3	0	0	5,750	0	6,200	0	0	6,200	450
42516543 LANDSCAPE MAINT DIST #1	515	43,597	43,597	10,103	33,494	0	0	43,597	0
42516545 HIGUERA ST LNDSCP/LGHTNG DIST	516	20,967	20,967	5,746	15,221	0	0	20,967	0
<b>TOTAL LANDSCAPE MAINT</b>	<b>39,564</b>	<b>142,544</b>	<b>152,739</b>	<b>15,849</b>	<b>96,615</b>	<b>0</b>	<b>0</b>	<b>112,464</b>	<b>(40,275)</b>
<b><u>CDBG - OPERATING GRANTS</u></b>									
42730440 DISABILITY SERVICES	7,341	28,500	28,500	44,000	0	0	0	44,000	15,500
<b>TOTAL CDBG - OPERATING GRANTS</b>	<b>7,341</b>	<b>28,500</b>	<b>28,500</b>	<b>44,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>15,500</b>
<b><u>SAFE &amp; CLEAN WATER PROTECTION MEASURE</u></b>									
434 CC SAFE/CLEAN WATER PROTECTION	3,098,867	2,110,000	15,476,890	0	0	3,208,500	0	3,208,500	(12,268,390)
<b>TOTAL SAFE &amp; CLEAN WATERPROTECTION FUND</b>	<b>3,098,867</b>	<b>2,110,000</b>	<b>15,476,890</b>	<b>0</b>	<b>0</b>	<b>3,208,500</b>	<b>0</b>	<b>3,208,500</b>	<b>(12,268,390)</b>
<b><u>BSCC - YOUTH REINVESTMENT GRANT</u></b>									
43614100 BSCC - YOUTH REINVESTMENT GRANT	139,423	205,086	205,086	0	210,756	0	0	210,756	5,670
<b>TOTAL BSCC - YOUTH REINVESTMENT GRANT</b>	<b>139,423</b>	<b>205,086</b>	<b>205,086</b>	<b>0</b>	<b>210,756</b>	<b>0</b>	<b>0</b>	<b>210,756</b>	<b>5,670</b>
<b><u>CULVER CITY PARKING AUTHORITY</u></b>									
475 CC PARKING AUTHORITY	3,089,449	3,842,298	8,605,986	0	1,977,660	726,000	1,200,000	3,903,660	(4,702,326)
<b>TOTAL CULVER CITY PARKING AUTHORITY</b>	<b>3,089,449</b>	<b>3,842,298</b>	<b>8,605,986</b>	<b>0</b>	<b>1,977,660</b>	<b>726,000</b>	<b>1,200,000</b>	<b>3,903,660</b>	<b>(4,702,326)</b>
<b><u>CULVER CITY HOUSING AUTHORITY</u></b>									
476 CC HOUSING AUTHORITY	1,808,795	0	9,245,535	0	12,444,149	0	978,668	13,422,817	4,177,282
<b>TOTAL CULVER CITY HOUSING AUTHORITY</b>	<b>1,808,795</b>	<b>0</b>	<b>9,245,535</b>	<b>0</b>	<b>12,444,149</b>	<b>0</b>	<b>978,668</b>	<b>13,422,817</b>	<b>4,177,282</b>
485 COMMUNITY IMPROV FUND	23,170	3,073,517	3,073,517	0	0	0	0	0	(3,073,517)
<b>TOTAL COMMUNITY IMPROVEMENT FUNDS</b>	<b>23,170</b>	<b>3,073,517</b>	<b>3,073,517</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,073,517)</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>14,003,196</b>	<b>15,125,422</b>	<b>44,847,163</b>	<b>981,701</b>	<b>17,246,404</b>	<b>4,023,000</b>	<b>4,590,816</b>	<b>26,841,921</b>	<b>(18,005,242)</b>

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						CAPITAL OUTLAY 2021/2022	OTHER 2021/2022		
<b><u>ENTERPRISE AND USER FEE FUNDS</u></b>									
<b><u>REFUSE FUND</u></b>									
20214500 PURCHASING	60,382	60,843	60,843	62,325	956	0	0	63,281	2,438
20216100 NON-DEPARTMENTAL	171,676	0	0	0	0	0	0	0	0
20260400 REFUSE COLLECTION-ADMIN	11,748,569	10,490,856	10,760,467	5,779,871	5,104,330	461,000	0	11,345,201	584,734
20260410 TRANSFER STATION	5,980,345	6,289,817	6,356,598	908,880	6,155,518	25,000	0	7,089,398	732,800
20260470 FOOD RESCUE GRANT	2,498	0	216,052	0	0	0	0	0	(216,052)
20280000 PROJECTS	22,355	100,000	578,315	0	0	550,000	0	550,000	(28,315)
<b>TOTAL REFUSE</b>	<b>17,985,826</b>	<b>16,941,516</b>	<b>17,972,275</b>	<b>6,751,076</b>	<b>11,260,804</b>	<b>1,036,000</b>	<b>0</b>	<b>19,047,879</b>	<b>1,075,604</b>
<b><u>TRANSPORTATION FUND</u></b>									
20314500 PURCHASING	254,090	242,670	242,670	231,534	3,177	0	0	234,711	(7,959)
20316100 NON-DEPARTMENTAL	300,000	300,000	300,000	0	0	0	300,000	300,000	0
20370100 TRANSPORTATION ADMIN	8,185,129	2,312,774	4,093,740	1,780,243	934,779	2,826	0	2,717,848	(1,375,892)
20370200 TRANSPORTATION OPERATIONS	20,496,069	24,465,069	24,722,615	16,532,273	10,865,734	0	0	27,398,007	2,675,392
20370214 PREVENTATIVE MAINTENANCE FY14	3,609,986	3,500,000	3,500,000	0	0	0	0	0	(3,500,000)
20370300 TRANSPORTATION CAPITAL	4,535,061	8,773,440	3,088,798	0	0	0	0	0	(3,088,798)
20370117 TACTICAL TRANSIT LANES	0	0	811,050	0	0	0	0	0	(811,050)
20370303 BUS TIRE LEASE FY14	76,258	0	122,018	0	0	0	0	0	(122,018)
20370308 BUS SECURITY CAMERAS	28,525	0	49,675	0	0	0	0	0	(49,675)
20370309 BUS STOP FURNISHINGS	626,228	1,243,323	1,334,159	0	0	0	0	0	(1,334,159)
20370311 BUS WASH REPLACEMENT PROJ	38,000	0	0	0	0	0	0	0	0
20370313 BUS STOP SIGNAGE PROJECT	13,277	0	0	0	0	0	0	0	0
20370314 Battery Electric Bus (BEB)	0	0	4,426,847	0	0	0	0	0	(4,426,847)
20370315 Bus Operator Barriers	0	0	332,048	0	0	0	0	0	(332,048)
20370316 Shop Vehicle Lifts	0	0	1,200,000	0	0	0	0	0	(1,200,000)
20370318 MAIOR Project	0	0	766,902	0	0	0	0	0	(766,902)
20370319 Facility Electrification Project	0	0	617,311	0	0	0	0	0	(617,311)
20380000 PROJECTS	0	0	742,000	0	0	12,432,760	0	12,432,760	11,690,760
<b>TOTAL TRANSIT</b>	<b>38,162,623</b>	<b>40,837,276</b>	<b>46,349,834</b>	<b>18,544,050</b>	<b>11,803,690</b>	<b>12,435,586</b>	<b>300,000</b>	<b>43,083,326</b>	<b>(3,266,508)</b>
<b><u>SEWER FUND</u></b>									
20460300 WASTEWATER MAINTENANCE	8,120,647	9,541,028	9,546,289	1,637,026	7,730,719	66,000	0	9,433,745	(112,544)
20460310 HYPERION PLANT DEBT SERVICE	931,072	1,281,175	1,281,175	0	0	0	1,281,175	1,281,175	0
20480000 PROJECTS	6,654,805	625,000	11,737,376	0	350,000	2,120,000	0	2,470,000	(9,267,376)
<b>TOTAL SEWER</b>	<b>15,706,524</b>	<b>11,447,203</b>	<b>22,564,840</b>	<b>1,637,026</b>	<b>8,080,719</b>	<b>2,186,000</b>	<b>1,281,175</b>	<b>13,184,920</b>	<b>(9,379,920)</b>
<b><u>MUNICIPAL FIBER NETWORK FUND</u></b>									
20513400 CITY ATTORNEY	150,000	150,000	150,000	0	158,000	0	0	158,000	8,000
20524500 MUNICIPAL FIBER NETWORK OPS	2,790,534	2,015,786	2,252,133	0	1,772,246	75,000	213,115	2,060,361	(191,772)
20580000 PROJECTS	612,421	0	1,908,505	0	0	0	0	0	(1,908,505)
<b>TOTAL MUNICIPAL FIBER NETWORK</b>	<b>3,552,955</b>	<b>2,165,786</b>	<b>4,310,639</b>	<b>0</b>	<b>1,930,246</b>	<b>75,000</b>	<b>213,115</b>	<b>2,218,361</b>	<b>(2,092,278)</b>
<b>TOTAL ENTERPRISE</b>	<b>75,407,928</b>	<b>71,391,781</b>	<b>91,197,588</b>	<b>26,932,152</b>	<b>33,075,459</b>	<b>15,732,586</b>	<b>1,794,290</b>	<b>77,534,486</b>	<b>(13,663,101)</b>
<b><u>CAPITAL IMPROVEMENT FUNDS</u></b>									
417 NEW DEV. IMPACT FEE	166,071	281,136	714,589	0	0	170,000	0	170,000	(544,589)
418 SPECIAL GAS TAX	386,854	2,439,127	3,439,127	0	30,000	1,297,660	400,000	1,727,660	(1,711,467)
419 PARK FACILITIES	208,856	863,448	863,448	0	25,000	530,627	0	555,627	(307,821)
420 CAP IMPR. & ACQUISITION	5,586,226	4,478,322	6,426,472	0	200,000	4,180,000	0	4,380,000	(2,046,472)
423 GRANTS CAPITAL	801,403	27,651,483	29,683,913	0	0	0	0	0	(29,683,913)
428 CDBG - CAPITAL GRANTS	0	643,208	643,208	0	0	175,000	0	175,000	(468,208)
431 MEASURE R	251,203	(170,157)	80,843	0	0	251,000	0	251,000	170,157
432 CAPITAL GRANTS	0	(25,385)	(25,385)	0	0	0	0	0	25,385
435 MEASURE M	0	1,448,723	1,448,723	0	0	600,000	0	600,000	(848,723)
<b>TOTAL CAPITAL IMPROVEMENT PROJ.</b>	<b>7,400,612</b>	<b>37,609,903</b>	<b>43,274,937</b>	<b>0</b>	<b>255,000</b>	<b>7,204,287</b>	<b>400,000</b>	<b>7,859,287</b>	<b>(35,415,650)</b>

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	ACTUAL EXPEND	ADOPTED BUDGET	ADJUSTED BUDGET	PERSONNEL		MAINT. & OPERATIONS		PROPOSED BUDGET		TOTAL	CHANGE FROM PRIOR YR
				SERVICES				CAPITAL OUTLAY	OTHER		
	<u>2019/2020</u>	<u>2020/2021</u>	<u>2020/2021</u>	<u>2021/2022</u>		<u>2021/2022</u>		<u>2021/2022</u>	<u>2021/2022</u>	<u>2021/2022</u>	<u>ADJUSTED</u>
<b>INTERNAL SERVICE FUNDS</b>											
30724100 EQUIP REPLCMNT - IT	8,030	0	137,419	0	0	200,000	0	200,000	0	200,000	62,581
30770500 EQUIP REPLACEMENT	2,572,380	400,000	1,215,225	0	0	49,500	0	49,500	0	49,500	(1,165,725)
30780000 EQUIP REPLACEMENT	0	0	0	0	0	1,499,477	0	1,499,477	0	1,499,477	1,499,477
30870400 EQUIP MAINTENANCE	9,413,522	8,014,754	8,256,884	4,988,785	3,479,121	0	0	8,467,906	0	8,467,906	211,022
30913400 SELF INSURANCE - LIABILITY	1,598,567	1,387,156	1,387,156	263,530	1,703,129	0	0	1,966,659	0	1,966,659	579,503
30916100 NON-DEPARTMENTAL	55,935	0	0	0	0	0	0	0	0	0	0
30922200 SELF INSURANCE - WORK COMP	243,061	937,751	966,329	350,200	468,072	0	0	818,272	0	818,272	(148,057)
30922210 IOD	989,833	887,204	887,204	929,690	8,990	0	0	938,680	0	938,680	51,476
30922220 PREMIUMS/CLAIMS	4,156,693	4,624,015	5,496,300	0	5,024,015	0	0	5,024,015	0	5,024,015	(472,285)
31014600 CENTRAL STORES	1,250,961	1,525,000	1,534,200	0	1,525,000	0	0	1,525,000	0	1,525,000	(9,200)
31016100 NON-DEPARTMENTAL	231,230	401,770	401,770	0	444,400	0	0	444,400	0	444,400	42,630
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>20,520,212</b>	<b>18,177,650</b>	<b>20,282,487</b>	<b>6,532,205</b>	<b>12,652,727</b>	<b>1,748,977</b>	<b>0</b>	<b>20,933,909</b>	<b>0</b>	<b>20,933,909</b>	<b>651,422</b>
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>6,953,788</b>	<b>16,213,433</b>	<b>38,372,921</b>	<b>0</b>	<b>950,650</b>	<b>0</b>	<b>20,473,826</b>	<b>21,424,476</b>	<b>0</b>	<b>21,424,476</b>	<b>(16,948,445)</b>
<b>UNADJUSTED TOTAL</b>	<b>245,234,428</b>	<b>277,626,422</b>	<b>366,090,364</b>	<b>137,636,643</b>	<b>92,674,464</b>	<b>29,201,419</b>	<b>29,160,932</b>	<b>288,673,457</b>	<b>0</b>	<b>288,673,457</b>	<b>(77,416,906)</b>
LESS: INTERNAL SERVICE FUND CHARGES	20,520,212	18,177,650	20,282,487	6,532,205	12,652,727	1,748,977	0	20,933,909	0	20,933,909	651,422
<b>TOTAL BUDGET</b>	<b>224,714,215</b>	<b>259,448,772</b>	<b>345,807,876</b>	<b>131,104,438</b>	<b>80,021,737</b>	<b>27,452,442</b>	<b>29,160,932</b>	<b>267,739,548</b>	<b>0</b>	<b>267,739,548</b>	<b>(78,068,328)</b>

# CITY OF CULVER CITY

## SUMMARY OF BUDGET TRANSFERS

### FISCAL 2021/2022

<u>DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>PARATRANSIT 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 &amp; A FUND</u>	<u>PARKING AUTH FUND</u>	<u>HOUSING AUTH FUND</u>	<u>SUCCESSOR AGENCY FUND</u>
CONTRIBUTION TO BUS/ AQMD	1,134,367			(801,822)	(332,545)						
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)	(2,742,000)							2,742,000			
TRANSFER FROM PARKING AUTHORITY TO GENERAL FUND	1,200,000								(1,200,000)		
TRANSFER FROM HOUSING AUTHORITY TO GENERAL FUND	978,668									(978,668)	
TRANSFER FROM GRANTS OPERATING FUND TO GENERAL FUND	1,080,000		(1,080,000)								
TRANSFER FROM PROP C TO PARATRANSIT		197,781			(197,781)						
TRANSFER FROM SUCCESSOR AGENCY										5,996,000	(5,996,000)

**CITY OF CULVER CITY  
COMPARISON OF PERSONNEL POSITION ALLOCATIONS  
FISCAL YEAR 2021/2022**

DIV NO.	DIVISION NAME	2019/2020	2020/2021	2021/2022	CHANGE FROM	COMMENTS
		ADJUSTED	ADJUSTED	PROPOSED	PRIOR YEAR ADJUSTED	
GENERAL FUND						
GENERAL GOVERNMENT						
10110000	CITY COUNCIL	5.00	5.00	5.00	0.00	
10110100	CITY MANAGER	5.00	5.00	5.00	0.00	
10113100	CITY ATTORNEY	5.65	5.65	5.65	0.00	
10114100	FINANCE ADMINISTRATION	4.50	4.50	4.50	0.00	
10114200	ACCOUNTING OPERATIONS	6.00	6.00	6.00	0.00	
10114300	BUDGET & FINANCIAL OPERATIONS	7.00	7.00	8.00	1.00	Add one (1) Payroll Supervisor position
10114400	TREASURY	9.98	9.98	9.98	0.00	
10114500	PURCHASING	5.00	5.00	5.00	0.00	
10122100	HUMAN RESOURCES	8.25	8.25	9.25	1.00	Add one (1) Human Resources Analayt position
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	15.00	15.00	0.00	
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.		78.76	79.76	81.76	2.00	
PARKS, RECREATION AND COMMUNITY SERVICES DEPT.						
10130100	ADMINISTRATION	2.00	2.00	3.00	1.00	Transfer one (1) Admin Clerk position from 10130250 - Enrichment Programs
10130110	VETERANS MEMORIAL BUILDING	1.00	1.00	0.00	-1.00	Transfer one (1) Rec & Comm Svcs Spvsr to 10130400 - Community Services
10130200	RECREATION DIVISION	6.00	6.00	8.00	2.00	Transfer one (1) Rec & Comm Svcs Coord from 1013220 - Aquatics; transfer one (1) Associate Analyst from 10130400 - Community Services
10130220	AQUATICS	1.00	1.00	0.00	-1.00	Transfer one (1) Rec & Comm Svcs Coord to 10130200 - Recreation
10130250	ENRICHMENT CLASSES	1.00	1.00	0.00	-1.00	Transfer one (1) Admin Clerk position to 10130100 - PRCS Admin;
10130300	PARKS DIVISION	16.00	16.00	16.00	0.00	
10130400	SENIOR AND SOCIAL SVCS DIVISION	5.69	5.69	5.69	0.00	Transfer one (1) Rec & Comm Svcs Spvsr from 10130110 - Veterans Memorial Complex; transfer one (1) Associate Analyst to 10130200 - Recreation
TOTAL PARKS, RECREATION & COMMUNITY SERVICES		32.69	32.69	32.69	0.00	
POLICE DEPARTMENT						
10140100	OFC. OF THE CHIEF	2.00	2.00	2.00	0.00	
10140200	OPERATING BUREAUS	155.84	157.84	153.84	-4.00	Eliminate eight (8) Police Officer positions; add four (4) Management Analyst positions
TOTAL POLICE		157.84	159.84	155.84	-4.00	
FIRE DEPARTMENT						
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.	29.00	29.00	29.00	0.00	
10145400	EMERG. PREPAREDNESS	1.50	1.50	1.50	0.00	
10145600	FIRE PREVENTION	6.96	6.96	6.96	0.00	
10145700	TELECOMMUNICATIONS	2.98	2.98	2.98	0.00	
TOTAL FIRE		78.92	78.92	78.92	0.00	

**CITY OF CULVER CITY  
COMPARISON OF PERSONNEL POSITION ALLOCATIONS  
FISCAL YEAR 2021/2022**

<u>DIV NO.</u>	<u>DIVISION NAME</u>	2019/2020	2020/2021	CHANGE FROM		<u>COMMENTS</u>
		<u>ADJUSTED</u>	<u>ADJUSTED</u>	2021/2022 <u>PROPOSED</u>	PRIOR YEAR <u>ADJUSTED</u>	
	<u>COMMUNITY DEVELOPMENT</u>					
10150100	COMM. DEV. ADMIN.	2.00	2.00	2.00	0.00	
10150120	ECONOMIC DEVELOPMENT	5.50	5.50	5.50	0.00	
10150150	BUILDING SAFETY	9.95	9.95	11.95	2.00	Add one (1) Building & Safety Inspector position; add one (1) Plan Check Engineer position
10150200	PLANNING	7.00	7.00	8.00	1.00	Add one (1) Planning Technician I position
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.	6.00	6.00	6.00	0.00	
10150550	RENT STABILIZATION	0.00	3.00	3.00	0.00	
	<b>TOTAL COMM. DEV.</b>	<b>39.95</b>	<b>42.95</b>	<b>45.95</b>	<b>3.00</b>	
	<u>PUBLIC WORKS</u>					
10160100	PUBLIC WORKS ADM.	3.25	3.25	3.25	0.00	
10160150	ENGINEERING	8.65	8.65	9.15	0.50	Add 0.5 Permit Technician position
10160170	MOBILITY & TRAFFIC ENGINEERING	3.00	3.00	4.50	1.50	Add 0.5 Permit Technician position; add one (1) Senior Civil Engineer position
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.	8.50	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	
	<b>TOTAL PUBLIC WORKS</b>	<b>57.20</b>	<b>56.20</b>	<b>58.20</b>	<b>2.00</b>	
<b>TOTAL - GENERAL FUND EMPLOYEES</b>		<b>445.36</b>	<b>450.36</b>	<b>453.36</b>	<b>3.00</b>	

**CITY OF CULVER CITY**  
**COMPARISON OF PERSONNEL POSITION ALLOCATIONS**  
**FISCAL YEAR 2021/2022**

DIV NO.	DIVISION NAME	2019/2020	2020/2021	CHANGE FROM		COMMENTS
		ADJUSTED	ADJUSTED	2021/2022 PROPOSED	PRIOR YEAR ADJUSTED	
GRANTS OPERATING FUND						
41430410	SR. NUTRITION PROGRAM	1.00	1.00	0.00	-1.00	Eliminate one (1) vacant Rec & Comm Svcs Coord
41440230	C.O.P.S.	1.00	1.00	1.00	0.00	
TOTAL GRANTS		2.00	2.00	1.00	-1.00	
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	1.00	0.12	Reclass Admin Clerk/RPT to Public Arts Coordinator positionposition
TOTAL ARTS FUND		0.88	0.88	1.00	0.12	
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	Add one (1) Management Analyst position
20260400	REFUSE COLLECTION	41.87	43.00	44.00	1.00	
20260410	TRANSFER STATION	7.94	7.00	7.00	0.00	
TOTAL REFUSE		50.44	50.63	51.63	1.00	Add one (1) Associate Analyst position
20314500	PURCHASING	2.37	2.37	2.37	0.00	
20370100	TRANSIT ADMIN.	8.00	8.00	9.00	1.00	
20370200	TRANSIT OPERATION	149.49	149.50	149.50	0.00	
TOTAL TRANSIT		159.86	159.87	160.87	1.00	
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	32.00	33.00	1.00	
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	Add one (1) Associate Analyst position
TOTAL INTERNAL SVC.		43.60	35.60	36.60	1.00	
GRAND TOTAL - CITY		718.53	715.73	720.85	5.12	

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# Revenue Detail Fiscal 2021-22

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>101 - General Fund Revenues</b>								
<b>Taxes</b>								
10116100	311100	Current - Secured	5,897,646	5,862,843	6,211,068	6,211,000	-68	0.0%
10116100	311220	Tax Increment-Pass-Throu	4,353,853	4,266,000	4,500,000	4,300,000	-200,000	-4.4%
10114400	312100	UUT-Electricity	6,413,805	5,337,000	5,796,675	6,769,000	972,325	16.8%
10114400	312110	UUT-Gas	1,110,960	813,000	944,290	1,167,000	222,710	23.6%
10114400	312120	UUT-Water	1,598,975	1,260,000	1,260,000	1,600,000	340,000	27.0%
10114400	312130	UUT-Telecommunications	3,435,047	2,885,000	3,048,131	3,136,000	87,869	2.9%
10114400	312140	UUT-Cable TV	770,852	690,000	740,018	725,000	-15,018	-2.0%
10116100	313000	Sales Tax	19,524,760	16,314,000	20,432,030	21,650,192	1,218,162	6.0%
10116100	313020	Sales Tax - Measure CC	9,149,608	7,573,000	9,138,000	9,937,000	799,000	8.7%
10116100	313030	Sales Tax - Measure C	4,481,941	3,787,000	4,469,000	4,914,000	445,000	10.0%
10116100	314000	PSAF Tax	450,634	340,000	445,000	450,000	5,000	1.1%
10114400	315100	Business License Tax	13,542,921	6,500,000	8,050,000	12,750,000	4,700,000	58.4%
10114400	315110	Business License Fee	628,551	325,000	325,000	600,000	275,000	84.6%
10114400	315120	Business License Penaltie	142,003	125,000	125,000	400,000	275,000	220.0%
10114400	315200	Cannabis Business Tax	286,374	25,000	1,025,000	1,811,000	786,000	76.7%
10114400	316000	Franchise Tax	1,435,516	1,000,000	1,740,000	1,400,000	-340,000	-19.5%
10114400	317000	Real Property Transfer Tax	4,067,119	3,210,000	5,550,000	10,550,000	5,000,000	90.1%
10114400	318000	Transient Occupancy Tax	6,319,491	4,266,000	2,500,000	3,704,000	1,204,000	48.2%
10116100	319000	Comm Industrial Develop T	2,750,778	1,311,100	400,000	500,000	100,000	25.0%
<b>Taxes Sub Total</b>			<b>86,360,835</b>	<b>65,889,943</b>	<b>76,699,212</b>	<b>92,574,192</b>	<b>15,874,980</b>	<b>20.7%</b>
<b>Licenses &amp; Permits</b>								
10150150	321000	Building Permits	3,124,221	3,000,000	1,075,000	2,000,000	925,000	86.0%
10150150	321010	Bldg Standards Admin Sur	-3,641	4,500	4,500	2,500	-2,000	-44.4%
10150150	321100	Other License & Permits -	1,498	4,500	4,500	0	-4,500	-100.0%
10150150	321112	CASp Certificate/Traing AB	49,870	9,000	9,000	30,000	21,000	233.3%
10150150	322000	Electric Permits	693,924	750,000	750,000	500,000	-250,000	-33.3%
10150150	323000	Residential Building Recor	32,546	22,500	22,500	30,000	7,500	33.3%
10150150	324000	Plumbing and Heating	1,036,353	1,000,000	550,000	700,000	150,000	27.3%
10116100	325000	Utilities	71,061	50,000	50,000	100,000	50,000	100.0%
10116100	326000	Filming Permit	30,690	35,000	35,000	35,000	0	0.0%
10130200	326000	Filming Permit	17,302	27,170	27,170	27,000	-170	-0.6%
10116100	327000	Taxi Cab Permit	8,520	10,000	10,000	3,000	-7,000	-70.0%
10116100	327100	Massage Establishment P	4,007	3,000	3,000	5,000	2,000	66.7%
10116100	328000	Cannabis Permit	76,864	50,000	425,000	400,000	-25,000	-5.9%
10140200	328100	Police Alarm Permits	49,160	45,000	45,000	45,000	0	0.0%
10140200	328520	Dog Licenses	45,865	35,000	35,000	32,000	-3,000	-8.6%
10145600	329000	Fire Detection / Suppressio	216,175	220,000	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 -	25,628	28,000	28,000	28,000	0	0.0%
10160150	331000	Street Permits	481,247	400,000	400,000	300,000	-100,000	-25.0%
10160150	331200	Outdoor Dining Permit	163,514	180,000	180,000	180,000	0	0.0%
10160210	332000	House Moving Permits	19,514	15,000	15,000	15,000	0	0.0%
10160150	334500	Util Pole-SC Wireless App	8,547	75,000	75,000	100,000	25,000	33.3%
10160150	334510	St Lt Pole-SC Wireless Ap	30,861	100,000	100,000	100,000	0	0.0%
10114400	335100	Committee on Permits & Li	14,095	15,000	15,000	5,000	-10,000	-66.7%
10116100	335200	Tobacco Retailer's License	11,895	10,000	10,000	10,000	0	0.0%
<b>Licenses &amp; Permits Sub Total</b>			<b>6,264,876</b>	<b>6,143,670</b>	<b>4,143,670</b>	<b>4,922,500</b>	<b>778,830</b>	<b>18.8%</b>

**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>Fines &amp; Forfeitures</b>								
10140200	328150	Police False Alarm Chgs	146,400	150,000	150,000	110,000	-40,000	-26.7%
10140200	338100	Court Fines - General	1,606,888	1,500,000	650,000	1,000,000	350,000	53.8%
10140200	338200	Vehicle Code Fines	2,724,407	2,500,000	1,500,000	1,800,000	300,000	20.0%
10140200	338300	Admin Citations	-400	2,000	2,000	1,500	-500	-25.0%
10150250	338300	Admin Citations	735	500	500	500	0	0.0%
<b>Fines &amp; Forfeitures</b>		<b>Sub Total</b>	<b>4,478,030</b>	<b>4,152,500</b>	<b>2,302,500</b>	<b>2,912,000</b>	<b>609,500</b>	<b>26.5%</b>
<b>Intergovernmental</b>								
10160240	339110	LA DOT & Caltrans (State)	6,735	5,600	5,600	5,600	0	0.0%
10116100	339140	CNG Excise Tax Credit	458	0	0	0	0	0.0%
10116100	339160	LCFS Credit	1,507	0	0	0	0	0.0%
10116100	341310	Coronavirus Relief Funds (	163,414	0	0	3,687,859	3,687,859	0.0%
10140200	342100	Post Program	103,066	0	0	0	0	0.0%
10116100	343000	SB 90 Reimbursement	71,765	75,000	75,000	0	-75,000	-100.0%
10145300	343820	State of Calif - GEMT	25,506	26,000	26,000	26,000	0	0.0%
10116100	345000	State Motor Vehicle Licens	31,795	0	0	0	0	0.0%
10116100	345010	State Motor VLF In-Lieu	5,483,068	5,785,185	5,785,185	6,265,800	480,615	8.3%
10116100	345100	Home Owners Exemption	26,158	5,000	5,000	25,000	20,000	400.0%
10150120	346690	LA Metro - Wayfinding Sig	0	20,000	20,000	20,000	0	0.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>5,913,472</b>	<b>5,916,785</b>	<b>5,916,785</b>	<b>10,030,259</b>	<b>4,113,474</b>	<b>69.5%</b>
<b>Charges for Services</b>								
10122300	353100	Passport Processing Fee	43,820	0	0	0	0	0.0%
10150200	364100	Plan Zone, Subdivision	586,677	400,000	400,000	480,000	80,000	20.0%
10150200	364300	Plng Svcs Reimbursement	54,549	60,000	90,000	5,000	-85,000	-94.4%
10150200	364400	Business Planning Review	6,525	10,000	10,000	9,000	-1,000	-10.0%
10150200	364500	Community Benefit Contrib	343,226	300,000	394,093	326,000	-68,093	-17.3%
10130280	365110	Special Events	50	0	0	8,000	8,000	0.0%
10130285	365125	Fiesta - Rides	76,934	0	0	0	0	0.0%
10130285	365135	Fiesta - Vendors	3,055	0	0	0	0	0.0%
10130285	365136	Fiesta - Sponsors	17,403	0	0	0	0	0.0%
10130233	365150	After School Program	294,164	522,500	55,000	300,000	245,000	445.5%
10130200	365160	Non-Resident Admin Char	15,863	30,000	30,000	22,500	-7,500	-25.0%
10130211	365210	Day Camp Fees	-11,675	0	0	0	0	0.0%
10130212	365210	Day Camp Fees	217,878	339,661	60,001	220,000	159,999	266.7%
10130212	365220	Youth Camp Fees	56,041	94,050	94,050	45,000	-49,050	-52.2%
10130211	365240	Recreation Park & Picnic P	86,300	94,050	94,050	100,000	5,950	6.3%
10130211	365250	Park Programs Revenue	24,922	36,575	36,575	27,500	-9,075	-24.8%
10130240	365310	Youth Sports Program Rev	213,704	344,850	175,000	250,000	75,000	42.9%
10130240	365350	Adult Sports Program Rev	52,606	80,000	80,000	60,000	-20,000	-25.0%
10130250	365410	Classes - Contracted Fees	542,685	1,011,128	249,998	650,000	400,002	160.0%
10130220	365510	City Plunge (Pool) Admissi	106,410	151,525	151,525	151,000	-525	-0.3%
10130220	365520	Pool Rental & Passes	124,821	172,425	172,425	100,000	-72,425	-42.0%
10130220	365530	Aquatics Programs	8,150	103,455	103,455	103,000	-455	-0.4%
10130220	365540	Aquatics Contract Classes	21,958	52,250	52,250	30,000	-22,250	-42.6%
10130260	365600	Membership Fees	15,113	18,810	18,810	9,000	-9,810	-52.2%
10130400	365600	Membership Fees	0	11,200	11,200	7,500	-3,700	-33.0%
10130110	365710	Senior Center Rental	37,945	67,925	67,925	50,000	-17,925	-26.4%
10130110	365720	Teen Center Rental	16,274	34,485	34,485	25,000	-9,485	-27.5%
10130110	365730	Meeting Room Rental	273,414	365,750	1,200	275,000	273,800	22816.7%

**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
10130110	365740	Auditorium Rental	66,374	132,738	132,738	100,000	-32,738	-24.7%
10130110	365750	Veteran's Complex - Food	-300	0	0	0	0	0.0%
10130400	365753	Community Gardens	51	500	500	0	-500	-100.0%
10130400	365755	Fitness Room Reimburse	3,701	0	0	0	0	0.0%
10145200	367210	Strike Team	248,593	175,000	444,339	175,000	-269,339	-60.6%
10145200	367300	Fire Inspection - Business	372,891	375,000	375,000	450,000	75,000	20.0%
10145200	367310	Fire Inspection - Penalties	0	5,000	5,000	5,000	0	0.0%
10145200	367400	Ambulance Fees	2,076,770	1,734,000	1,362,850	1,734,000	371,150	27.2%
10145600	367500	Hazardous Materials Fees	126,388	118,500	118,500	118,500	0	0.0%
10140200	367900	Sfty Special Event/Filming	104,711	175,000	175,000	100,000	-75,000	-42.9%
10145600	367900	Sfty Special Event/Filming	180,570	202,000	202,000	202,000	0	0.0%
10140200	368100	Special Police Services	65,513	75,000	75,000	65,000	-10,000	-13.3%
10140200	368300	Live Scan Fees	65,592	100,000	100,000	1,000	-99,000	-99.0%
10140200	368500	DNA Services	2,580	1,600	1,600	1,000	-600	-37.5%
10160210	369100	Street Division Services	28,808	22,865	22,865	22,865	0	0.0%
10160150	369410	Stormwater Plan Ck Fees	5,124	6,000	6,000	0	-6,000	-100.0%
10160150	369420	Banner Installation/Remov	4,311	5,000	5,000	0	-5,000	-100.0%
10160150	369450	Engineering Svs Fees/Cha	1,722	2,000	2,000	0	-2,000	-100.0%
10160150	369460	Traffic Impact Study Fee	21,000	20,000	20,000	0	-20,000	-100.0%
10160170	369460	Traffic Impact Study Fee	0	0	0	50,000	50,000	0.0%
10160150	369480	Utility Svc Admin Fee	3,231	0	0	0	0	0.0%
10150250	370110	Code Enforcement Fees	322	0	0	100	100	0.0%
10116100	370610	P-Card Incentive Program	18,543	12,000	12,000	20,000	8,000	66.7%
10116100	370620	Credit Card Convenience F	-1,850	0	0	0	0	0.0%
10116100	370710	City Property Damages Re	53,997	18,000	18,000	25,000	7,000	38.9%
10145600	371300	Plan Check Fees	406,777	400,000	400,000	400,000	0	0.0%
10150150	371300	Plan Check Fees	2,329,036	2,500,000	1,197,088	1,750,000	552,912	46.2%
10160150	371300	Plan Check Fees	240,874	200,000	500,000	200,000	-300,000	-60.0%
10150150	371350	Admin Processing & Revie	316,690	250,000	250,000	225,000	-25,000	-10.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>9,970,830</b>	<b>10,830,842</b>	<b>7,807,522</b>	<b>8,897,965</b>	<b>1,090,443</b>	<b>14.0%</b>
<b>Use of Money &amp; Prop</b>								
10116100	382000	Interest Income	1,386,970	800,000	800,000	800,000	0	0.0%
10116100	382010	Net Incr/Decr Fair Val Inve	1,137,075	0	0	0	0	0.0%
10116100	382100	Interest Income-Notes Rec	28,477	12,000	12,000	3,500	-8,500	-70.8%
10116100	382125	Interest Income - Wells Far	400,565	103,000	103,000	250,000	147,000	142.7%
10116100	382127	Net Inc/Dec FairVal-WellsF	210,149	0	0	0	0	0.0%
10116100	382205	Interest Income-Fiber Netw	286,070	243,540	243,540	213,115	-30,425	-12.5%
10116100	383000	Rental Income	0	0	0	425,000	425,000	0.0%
10116100	383150	Rent/Concession - Other	54,700	54,000	54,000	54,000	0	0.0%
10160410	383150	Rent/Concession - Other	78,000	70,000	70,000	70,000	0	0.0%
10150120	383160	Farmers Market Income	43,284	38,118	38,118	38,000	-118	-0.3%
10150120	383190	Leases - Econ Dev Agrmnt	85,298	63,590	63,590	60,000	-3,590	-5.6%
10114400	383195	BID-Admin Fee	6,752	4,520	4,520	6,750	2,230	49.3%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>3,717,339</b>	<b>1,388,768</b>	<b>1,388,768</b>	<b>1,920,365</b>	<b>531,597</b>	<b>38.3%</b>
<b>Other Revenue</b>								
10116100	339200	Westfield Sign Revenue	225,000	200,000	200,000	225,000	25,000	12.5%
10160100	348360	CCUSD-Sf Rt to Sch	0	60,000	60,000	0	-60,000	-100.0%
10160170	348360	CCUSD-Sf Rt to Sch	0	0	0	30,000	30,000	0.0%
10113100	386100	Miscellaneous Revenue	2,712	0	0	0	0	0.0%

**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
10114400	386100	Miscellaneous Revenue	3,107	0	0	0	0	0.0%
10116100	386100	Miscellaneous Revenue	49,922	36,000	36,000	36,000	0	0.0%
10130300	386100	Miscellaneous Revenue	3,001	0	0	0	0	0.0%
10130400	386100	Miscellaneous Revenue	23,434	34,500	34,500	0	-34,500	-100.0%
10140200	386100	Miscellaneous Revenue	7,201	3,000	3,000	2,500	-500	-16.7%
10145600	386100	Miscellaneous Revenue	407	0	0	0	0	0.0%
10150200	386100	Miscellaneous Revenue	447	1,000	1,000	500	-500	-50.0%
10150550	386100	Miscellaneous Revenue	0	0	294,950	798,295	503,345	170.7%
10160150	386100	Miscellaneous Revenue	4,696	5,000	5,000	5,000	0	0.0%
10160220	386100	Miscellaneous Revenue	1,050	0	0	0	0	0.0%
10160240	386100	Miscellaneous Revenue	1,426	0	0	0	0	0.0%
10160250	386100	Miscellaneous Revenue	521	0	0	0	0	0.0%
10116100	386103	Elec Veh/Plug-In Hybrd Pr	3,890	4,300	4,300	4,300	0	0.0%
10114400	386105	Unidentified Revenue	435	0	0	0	0	0.0%
10130200	386110	Coins-Over/Short	-603	0	0	0	0	0.0%
10130400	386200	Donations	0	35,000	35,000	10,000	-25,000	-71.4%
10140200	386200	Donations	1,365	0	0	0	0	0.0%
10140200	386215	8777 Washington Bl-Lincol	3,538	12,000	12,000	0	-12,000	-100.0%
10116100	386300	Sale of Property	1,779	0	0	0	0	0.0%
10140200	386310	PD M43 Conversion Funds	160,000	0	0	0	0	0.0%
10114500	386400	Discounts Earned	4,344	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>497,673</b>	<b>390,800</b>	<b>685,750</b>	<b>1,111,595</b>	<b>425,845</b>	<b>62.1%</b>
<b>Other-Transfers</b>								
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	425,000	425,000	1,080,000	655,000	154.1%
10116100	391418	Trsf In From - Fund 418	400,000	400,000	400,000	400,000	0	0.0%
10116100	391420	Trsf In From - Fund 420	2,918,284	0	0	0	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	853,394	817,225	817,225	978,668	161,443	19.8%
<b>Other-Transfers</b>		<b>Sub Total</b>	<b>5,671,678</b>	<b>3,142,225</b>	<b>3,142,225</b>	<b>3,958,668</b>	<b>816,443</b>	<b>26.0%</b>
<b>Cost Allocation Rec</b>								
10160300	375000	Admin Cost Alloc (Interfun	872,638	809,515	809,515	769,956	-39,559	-4.9%
10160400	375000	Admin Cost Alloc (Interfun	1,969,421	2,028,230	2,028,230	2,158,851	130,621	6.4%
10170100	375000	Admin Cost Alloc (Interfun	1,807,283	1,942,187	1,942,187	2,000,992	58,805	3.0%
10116100	375100	Admin Cost-Successor Ag	280,000	650,000	650,000	630,650	-19,350	-3.0%
<b>Cost Allocation Rec</b>		<b>Sub Total</b>	<b>4,929,342</b>	<b>5,429,932</b>	<b>5,429,932</b>	<b>5,560,449</b>	<b>130,517</b>	<b>2.4%</b>
<b>General Fund Total</b>			<b>127,804,074</b>	<b>103,285,465</b>	<b>107,516,364</b>	<b>131,887,993</b>	<b>24,371,629</b>	<b>22.7%</b>

**202 - Refuse Disposal Fund Revenues**

<b>Licenses &amp; Permits</b>								
20260400	333500	Recycling Plan Permit Fee	5,270	8,000	8,000	8,000	0	0.0%
<b>Licenses &amp; Permits</b>		<b>Sub Total</b>	<b>5,270</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0.0%</b>
<b>Intergovernmental</b>								
20260400	339140	CNG Excise Tax Credit	8,456	1,608	1,608	1,608	0	0.0%
20260400	339160	LCFS Credit	17,359	1,843	1,843	1,843	0	0.0%
20260400	343500	Dept/Conservation-Recycli	21,585	20,000	20,000	20,000	0	0.0%
20260470	343515	CalRecycle-Food Rescue	163,792	0	0	0	0	0.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>211,192</b>	<b>23,451</b>	<b>23,451</b>	<b>23,451</b>	<b>0</b>	<b>0.0%</b>

### Revenue Detail Fiscal 2021-22

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>Charges for Services</b>								
20260400	352000	Refuse Disposal	4,313,818	4,035,310	4,035,310	4,640,607	605,297	15.0%
20260400	352100	Can Service	77,014	55,064	55,064	61,275	6,211	11.3%
20260400	352200	Bin Service	7,399,286	7,479,208	7,479,208	8,322,863	843,655	11.3%
20260400	352300	Drop Box Service	923,550	746,548	746,548	830,759	84,211	11.3%
20260400	352400	Bin Rental Charges	378,568	301,369	301,369	335,362	33,993	11.3%
20260400	352510	Tonnage Charges	904,221	900,723	900,723	1,002,326	101,603	11.3%
20260400	352520	Tonnage Charges - Green	89,340	64,144	64,144	71,379	7,235	11.3%
20260400	352530	Tonnage Charges - Inerts	306,308	144,006	144,006	160,250	16,244	11.3%
20260400	352560	Tonnage Charges - Other	920,354	684,022	684,022	761,180	77,158	11.3%
20260400	352600	Interest & Penalties	365,439	153,681	153,681	173,236	19,555	12.7%
20260400	352700	Special Services	602,735	550,167	550,167	620,173	70,006	12.7%
20260400	352800	Recycling Collection	26,574	0	0	0	0	0.0%
20260400	352900	Sale of Recycle Items	403,735	391,020	391,020	571,740	180,720	46.2%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>16,710,944</b>	<b>15,505,262</b>	<b>15,505,262</b>	<b>17,551,149</b>	<b>2,045,887</b>	<b>13.2%</b>
<b>Use of Money &amp; Prop</b>								
20216100	382000	Interest Income	36,166	20,000	20,000	20,000	0	0.0%
20216100	382010	Net Incr/Decr Fair Val Inve	46,408	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>82,574</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
20260400	386100	Miscellaneous Revenue	7,746	5,000	5,000	5,636	636	12.7%
20260400	386300	Sale of Property	8,421	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>16,167</b>	<b>5,000</b>	<b>5,000</b>	<b>5,636</b>	<b>636</b>	<b>12.7%</b>
<b>Refuse Disposal Fund Total</b>			<b>17,026,146</b>	<b>15,561,713</b>	<b>15,561,713</b>	<b>17,608,236</b>	<b>2,046,523</b>	<b>13.2%</b>

### 203 - Municipal Bus Lines Fund Revenues

<b>Intergovernmental</b>								
20370200	313500	Measure R - OP	2,376,766	2,376,881	2,376,881	2,363,920	-12,961	-0.5%
20370200	313510	Measure R-Local Return Tr	0	263,385	263,385	249,409	-13,976	-5.3%
20370200	313600	Measure M-OP	2,458,354	2,351,684	2,351,684	2,355,557	3,873	0.2%
20370200	339140	CNG Excise Tax Credit	48,358	0	0	29,887	29,887	0.0%
20370200	339160	LCFS Credit	135,824	55,000	55,000	169,907	114,907	208.9%
20370200	340910	FTA - 5307 (Sect 9)	0	1,000,000	1,000,000	23,301,060	22,301,060	2230.1%
20370214	340910	FTA - 5307 (Sect 9)	2,649,427	4,000,000	4,000,000	0	-4,000,000	-100.0%
20370300	340910	FTA - 5307 (Sect 9)	0	6,708,596	6,708,596	0	-6,708,596	-100.0%
20370303	340910	FTA - 5307 (Sect 9)	60,998	80,800	80,800	0	-80,800	-100.0%
20370300	341170	LAWA Settlement Funds	125,000	0	0	0	0	0.0%
20370200	342200	STA Grant	1,126,006	1,020,445	1,020,445	501,143	-519,302	-50.9%
20370200	342210	SB1 - STA (State Grant Fu	423,267	771,498	771,498	374,188	-397,310	-51.5%
20370200	342220	SB1-State of Good Repair	384,053	216,523	216,523	206,082	-10,441	-4.8%
20370200	342300	TDA Grant	5,749,508	6,036,272	6,036,272	5,844,459	-191,813	-3.2%
20370300	342300	TDA Grant	0	1,180,000	1,180,000	0	-1,180,000	-100.0%
20370200	342600	AQMD - Discretionary	1,130	0	0	0	0	0.0%
20370200	343590	CalCap&Trade LCTOP Lo	0	216,443	216,443	0	-216,443	-100.0%
20370200	346310	Prop A Disc	3,566,575	3,643,789	3,643,789	3,726,205	82,416	2.3%
20370300	346363	Prop 1B - PTIMSEA	572,013	0	0	0	0	0.0%
20370200	346367	Prop 1B Transit Security	0	0	0	9,025	9,025	0.0%
20370308	346367	Prop 1B Transit Security	0	37,550	37,550	0	-37,550	-100.0%
20370300	346368	Metro Prop 1B Bridge Tran	402,419	192,818	192,818	150,000	-42,818	-22.2%

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
20370300	346369	Metro Prop 1B Bridge Fun	0	688,050	688,050	1,032,075	344,025	50.0%
20370200	346510	Prop C Disc - Transit Svc	252,811	258,625	258,625	252,119	-6,506	-2.5%
20370200	346520	Prop C Disc - BSIP Overcr	176,666	180,729	180,729	176,162	-4,567	-2.5%
20370200	346530	Prop C Disc - Foothill Mitig	217,384	209,069	209,069	191,533	-17,536	-8.4%
20370200	346560	Prop C Disc - Security	404,087	397,990	397,990	395,950	-2,040	-0.5%
20370200	346580	Prop C Disc - MOSIP	1,278,309	0	0	1,075,221	1,075,221	0.0%
20370300	346580	Prop C Disc - MOSIP	163,155	1,113,749	1,113,749	0	-1,113,749	-100.0%
20370303	346580	Prop C Disc - MOSIP	0	15,200	15,200	0	-15,200	-100.0%
20370300	346675	MTA - Bus Signal Priority P	1,860,478	0	0	0	0	0.0%
20370300	346680	MTA - Real Time Bus Arriv	1,613,104	0	0	0	0	0.0%
20370300	347000	Grants - Other	853,219	0	0	0	0	0.0%
20380000	347000	Grants - Other	0	0	742,000	0	-742,000	-100.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>26,898,910</b>	<b>33,015,096</b>	<b>33,757,096</b>	<b>42,403,902</b>	<b>8,646,806</b>	<b>25.6%</b>
<b>Charges for Services</b>								
20370200	355010	Farebox Revenues	1,279,398	1,500,000	1,500,000	950,000	-550,000	-36.7%
20370200	355020	TAP Card Sales	459,246	400,727	400,727	200,000	-200,727	-50.1%
20370200	355025	Purchase TAP Cards	138	0	0	0	0	0.0%
20370200	355040	Special Services-Bus	3,219	0	0	0	0	0.0%
20370200	355060	EZ Pass Revenue	95,409	120,000	120,000	120,000	0	0.0%
20370200	355070	BruinGO Program	-13,333	208,000	208,000	300,000	92,000	44.2%
20370200	355080	Access Services	43,696	55,000	55,000	85,000	30,000	54.5%
20370200	355090	LIFE - METRO	0	3,500	3,500	3,000	-500	-14.3%
20380000	365600	Membership Fees	10,800	0	0	0	0	0.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>1,878,575</b>	<b>2,287,227</b>	<b>2,287,227</b>	<b>1,658,000</b>	<b>-629,227</b>	<b>-27.5%</b>
<b>Use of Money &amp; Prop</b>								
20316100	382000	Interest Income	-14,224	43,000	43,000	0	-43,000	-100.0%
20370200	382000	Interest Income	73,076	25,000	25,000	146,196	121,196	484.8%
20316100	382010	Net Incr/Decr Fair Val Inve	121,301	0	0	0	0	0.0%
20370200	383150	Rent/Concession - Other	65,361	65,361	65,361	65,361	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>245,514</b>	<b>133,361</b>	<b>133,361</b>	<b>211,557</b>	<b>78,196</b>	<b>58.6%</b>
<b>Other Revenue</b>								
20370100	346595	EIR Transit Mitigation Fund	13,589	150,000	150,000	0	-150,000	-100.0%
20370200	346595	EIR Transit Mitigation Fund	119,971	335,884	335,884	37,000	-298,884	-89.0%
20370200	365655	Advertising - Bus	275,129	250,000	250,000	186,719	-63,281	-25.3%
20370100	386100	Miscellaneous Revenue	1,929	3,000	3,000	18,986	15,986	532.9%
20370200	386100	Miscellaneous Revenue	18,798	12,000	12,000	0	-12,000	-100.0%
20370309	386100	Miscellaneous Revenue	13,650	0	0	0	0	0.0%
20370200	386300	Sale of Property	6,720	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>449,786</b>	<b>750,884</b>	<b>750,884</b>	<b>242,705</b>	<b>-508,179</b>	<b>-67.7%</b>
<b>Other-Transfers</b>								
20316100	391415	Trsf In From - Fund 415	807,503	846,755	846,755	801,822	-44,933	-5.3%
20316100	391424	Trsf In From - Fund 424	410,737	442,361	442,361	332,545	-109,816	-24.8%
20316100	391431	Trsf In From - Fund 431	251,203	0	0	0	0	0.0%
<b>Other-Transfers</b>		<b>Sub Total</b>	<b>1,469,443</b>	<b>1,289,116</b>	<b>1,289,116</b>	<b>1,134,367</b>	<b>-154,749</b>	<b>-12.0%</b>
<b>Municipal Bus Lines Fund Total</b>			<b>30,942,228</b>	<b>37,475,684</b>	<b>38,217,684</b>	<b>45,650,531</b>	<b>7,432,847</b>	<b>19.4%</b>

## 204 - Sewer Enterprise Fund Revenues

<b>Intergovernmental</b>								
20460300	339140	CNG Excise Tax Credit	47	0	0	0	0	0.0%

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
20460300	339160	LCFS Credit	112	0	0	0	0	0.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Charges for Services</b>								
20460300	357100	Sewer - Operating	9,655,220	10,000,000	10,000,000	10,100,000	100,000	1.0%
20460300	357110	Ind Waste Inspection Fees	122,787	135,000	135,000	135,000	0	0.0%
20460300	357120	Permit Sewer Facility - LA	437,789	200,000	200,000	200,000	0	0.0%
20460300	357125	Permit-Sewer Facility - CC	687,553	200,000	200,000	200,000	0	0.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>10,903,349</b>	<b>10,535,000</b>	<b>10,535,000</b>	<b>10,635,000</b>	<b>100,000</b>	<b>0.9%</b>
<b>Use of Money &amp; Prop</b>								
20460300	382000	Interest Income	345,958	204,000	204,000	204,000	0	0.0%
20460310	382000	Interest Income	10,173	0	0	0	0	0.0%
20416100	382010	Net Incr/Decr Fair Val Inve	356,230	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>712,362</b>	<b>204,000</b>	<b>204,000</b>	<b>204,000</b>	<b>0</b>	<b>0.0%</b>
<b>Sewer Enterprise Fund Total</b>			<b>11,615,871</b>	<b>10,739,000</b>	<b>10,739,000</b>	<b>10,839,000</b>	<b>100,000</b>	<b>0.9%</b>
<b>205 - Municipal Fiber Network Fund Revenues</b>								
<b>Charges for Services</b>								
20516100	359210	Fiber IRU Charges	0	2,850,000	2,850,000	2,850,000	0	0.0%
20516100	359212	Dark Fiber MRC Charges	0	703,314	703,314	703,314	0	0.0%
20516100	359220	Customer Funded Laterals	78,638	0	0	0	0	0.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>78,638</b>	<b>3,553,314</b>	<b>3,553,314</b>	<b>3,553,314</b>	<b>0</b>	<b>0.0%</b>
<b>Use of Money &amp; Prop</b>								
20516100	382000	Interest Income	0	3,000	3,000	3,000	0	0.0%
20580000	386675	Loans Forgiven	706,755	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>706,755</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
20516100	386104	Services Transport	167,012	60,000	60,000	60,000	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>167,012</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0.0%</b>
<b>Municipal Fiber Network Fund Total</b>			<b>952,404</b>	<b>3,616,314</b>	<b>3,616,314</b>	<b>3,616,314</b>	<b>0</b>	<b>0.0%</b>
<b>307 - Equipment Replacement Fund Revenues</b>								
<b>Intergovernmental</b>								
30770500	342610	AQMD-CNG Refuse Truck	51,000	0	0	0	0	0.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>51,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Charges for Services</b>								
30770500	359100	Vehicle Amortization	2,115,555	980,297	980,297	2,050,357	1,070,060	109.2%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>2,115,555</b>	<b>980,297</b>	<b>980,297</b>	<b>2,050,357</b>	<b>1,070,060</b>	<b>109.2%</b>
<b>Use of Money &amp; Prop</b>								
30770500	382000	Interest Income	97,047	73,000	73,000	73,000	0	0.0%
30716100	382010	Net Incr/Decr Fair Val Inve	90,720	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>187,767</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
30770500	386300	Sale of Property	270,176	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>270,176</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Equipment Replacement Fund Total</b>			<b>2,624,498</b>	<b>1,053,297</b>	<b>1,053,297</b>	<b>2,123,357</b>	<b>1,070,060</b>	<b>101.6%</b>

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>308 - Equipment Maintenance Fund Revenues</b>								
<b>Intergovernmental</b>								
30870400	339140	CNG Excise Tax Credit	5	0	0	0	0	0.0%
30870400	339160	LCFS Credit	225	120	120	0	-120	-100.0%
<b>Intergovernmental Sub Total</b>			<b>230</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>-120</b>	<b>-100.0%</b>
<b>Charges for Services</b>								
30870400	360100	Equip Maint - Labor	5,208,669	5,368,588	5,368,588	4,850,517	-518,071	-9.7%
30870400	360110	Equip Maint - Commere	285,873	0	0	293,655	293,655	0.0%
30870400	360120	Equip Maint - Fuel	1,624,000	1,400,000	1,400,000	1,400,000	0	0.0%
30870400	360130	Equip Maint - Parts	1,177,684	1,305,440	1,305,440	1,447,815	142,375	10.9%
30870400	360150	Equip Maint - Misc.	379	0	0	1,568	1,568	0.0%
<b>Charges for Services Sub Total</b>			<b>8,296,607</b>	<b>8,074,028</b>	<b>8,074,028</b>	<b>7,993,555</b>	<b>-80,473</b>	<b>-1.0%</b>
<b>Use of Money &amp; Prop</b>								
30870400	382000	Interest Income	-1,794	2,000	2,000	2,000	0	0.0%
30816100	382010	Net Incr/Decr Fair Val Inve	-886	0	0	0	0	0.0%
<b>Use of Money &amp; Prop Sub Total</b>			<b>-2,680</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
30870400	386300	Sale of Property	-524	0	0	0	0	0.0%
<b>Other Revenue Sub Total</b>			<b>-524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Equipment Maintenance Fund Total</b>			<b>8,293,633</b>	<b>8,076,148</b>	<b>8,076,148</b>	<b>7,995,555</b>	<b>-80,593</b>	<b>-1.0%</b>
<b>309 - Risk Management Fund Revenues</b>								
<b>Charges for Services</b>								
30922200	361000	Liability Reserve Fees	2,402,713	1,925,714	1,925,714	2,030,816	105,102	5.5%
30922200	362000	Workers Comp Reserve Fe	4,299,259	6,816,349	6,816,349	6,720,012	-96,337	-1.4%
30922200	362500	Property Insurance Fees	0	626,743	626,743	626,743	0	0.0%
<b>Charges for Services Sub Total</b>			<b>6,701,972</b>	<b>9,368,806</b>	<b>9,368,806</b>	<b>9,377,571</b>	<b>8,765</b>	<b>0.1%</b>
<b>Use of Money &amp; Prop</b>								
30922200	382000	Interest Income	23,127	28,000	28,000	28,000	0	0.0%
30916100	382010	Net Incr/Decr Fair Val Inve	21,415	0	0	0	0	0.0%
<b>Use of Money &amp; Prop Sub Total</b>			<b>44,541</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
30922200	386100	Miscellaneous Revenue	184,690	0	0	0	0	0.0%
<b>Other Revenue Sub Total</b>			<b>184,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other-Transfers</b>								
30916100	391101	Trsf In From - Fund 101	0	0	652,285	0	-652,285	-100.0%
<b>Other-Transfers Sub Total</b>			<b>0</b>	<b>0</b>	<b>652,285</b>	<b>0</b>	<b>-652,285</b>	<b>-100.0%</b>
<b>Risk Management Fund Total</b>			<b>6,931,203</b>	<b>9,396,806</b>	<b>10,049,091</b>	<b>9,405,571</b>	<b>-643,520</b>	<b>-6.4%</b>
<b>310 - Central Stores Fund Revenues</b>								
<b>Charges for Services</b>								
31016100	363100	Telephone Cost Allocation	216,083	361,770	361,770	361,770	0	0.0%
31014600	363110	Stores Charges	1,261,460	1,565,000	1,565,000	1,565,000	0	0.0%
<b>Charges for Services Sub Total</b>			<b>1,477,543</b>	<b>1,926,770</b>	<b>1,926,770</b>	<b>1,926,770</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
31014600	386400	Discounts Earned	4,647	0	0	0	0	0.0%
<b>Other Revenue Sub Total</b>			<b>4,647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>



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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>Central Stores Fund Total</b>			<b>1,482,190</b>	<b>1,926,770</b>	<b>1,926,770</b>	<b>1,926,770</b>	<b>0</b>	<b>0.0%</b>
<b>410 - AQMD - AB 2766 Funds Revenues</b>								
<b>Intergovernmental</b>								
41070620	342500	AQMD-AB2766Subvention	51,636	50,000	50,000	10,000	-40,000	-80.0%
<b>Intergovernmental Sub Total</b>			<b>51,636</b>	<b>50,000</b>	<b>50,000</b>	<b>10,000</b>	<b>-40,000</b>	<b>-80.0%</b>
<b>Use of Money &amp; Prop</b>								
41070620	382000	Interest Income	2,051	0	0	0	0	0.0%
41070620	382010	Net Incr/Decr Fair Val Inve	3,608	0	0	0	0	0.0%
<b>Use of Money &amp; Prop Sub Total</b>			<b>5,658</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
41070620	386300	Sale of Property	2,091	0	0	0	0	0.0%
<b>Other Revenue Sub Total</b>			<b>2,091</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other-Transfers</b>								
41070600	391424	Trsf In From - Fund 424	0	35,000	35,000	35,000	0	0.0%
<b>Other-Transfers Sub Total</b>			<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0.0%</b>
<b>AQMD - AB 2766 Funds Total</b>			<b>59,386</b>	<b>85,000</b>	<b>85,000</b>	<b>45,000</b>	<b>-40,000</b>	<b>-47.1%</b>
<b>411 - Para Transit Revenues</b>								
<b>Intergovernmental</b>								
41170420	339140	CNG Excise Tax Credit	431	0	0	0	0	0.0%
41170420	339160	LCFS Credit	820	900	900	0	-900	-100.0%
41170420	346200	Prop A Incentive	111,080	58,867	58,867	74,429	15,562	26.4%
41170420	346700	County Paratransit Reimbu	411	500	500	495	-5	-1.0%
<b>Intergovernmental Sub Total</b>			<b>112,743</b>	<b>60,267</b>	<b>60,267</b>	<b>74,924</b>	<b>14,657</b>	<b>24.3%</b>
<b>Charges for Services</b>								
41170420	356100	Dial-a-Ride	1,876	2,500	2,500	3,000	500	20.0%
41170420	356110	Extended Areas	0	100	100	0	-100	-100.0%
<b>Charges for Services Sub Total</b>			<b>1,876</b>	<b>2,600</b>	<b>2,600</b>	<b>3,000</b>	<b>400</b>	<b>15.4%</b>
<b>Other Revenue</b>								
41170420	386200	Donations	2,092	2,000	2,000	1,791	-209	-10.5%
<b>Other Revenue Sub Total</b>			<b>2,092</b>	<b>2,000</b>	<b>2,000</b>	<b>1,791</b>	<b>-209</b>	<b>-10.5%</b>
<b>Other-Transfers</b>								
41170420	391424	Trsf In From - Fund 424	219,935	250,000	250,000	197,781	-52,219	-20.9%
<b>Other-Transfers Sub Total</b>			<b>219,935</b>	<b>250,000</b>	<b>250,000</b>	<b>197,781</b>	<b>-52,219</b>	<b>-20.9%</b>
<b>Para Transit Total</b>			<b>336,645</b>	<b>314,867</b>	<b>314,867</b>	<b>277,496</b>	<b>-37,371</b>	<b>-11.9%</b>
<b>412 - Building Surcharge Fund Revenues</b>								
<b>Licenses &amp; Permits</b>								
41250150	321100	Other License & Permits -	376,160	200,000	200,000	300,000	100,000	50.0%
<b>Licenses &amp; Permits Sub Total</b>			<b>376,160</b>	<b>200,000</b>	<b>200,000</b>	<b>300,000</b>	<b>100,000</b>	<b>50.0%</b>
<b>Use of Money &amp; Prop</b>								
41216100	382000	Interest Income	17,733	11,000	11,000	11,000	0	0.0%
41216100	382010	Net Incr/Decr Fair Val Inve	14,647	0	0	0	0	0.0%
<b>Use of Money &amp; Prop Sub Total</b>			<b>32,380</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	<b>0.0%</b>
<b>Building Surcharge Fund Total</b>			<b>408,539</b>	<b>211,000</b>	<b>211,000</b>	<b>311,000</b>	<b>100,000</b>	<b>47.4%</b>

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>413 - Cultural Trust Fund Revenues</b>								
<b>Licenses &amp; Permits</b>								
41322400	334200	Art in Public Places Fee	904,120	350,000	350,000	350,000	0	0.0%
<b>Licenses &amp; Permits Sub Total</b>			<b>904,120</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>0</b>	<b>0.0%</b>
<b>Use of Money &amp; Prop</b>								
41316100	382000	Interest Income	52,399	29,000	29,000	29,000	0	0.0%
41316100	382010	Net Incr/Decr Fair Val Inve	47,883	0	0	0	0	0.0%
<b>Use of Money &amp; Prop Sub Total</b>			<b>100,282</b>	<b>29,000</b>	<b>29,000</b>	<b>29,000</b>	<b>0</b>	<b>0.0%</b>
<b>Cultural Trust Fund Total</b>			<b>1,004,402</b>	<b>379,000</b>	<b>379,000</b>	<b>379,000</b>	<b>0</b>	<b>0.0%</b>
<b>414 - Operating Grants Fund Revenues</b>								
<b>Intergovernmental</b>								
41450400	340350	LEAP(LocalEarlyActionPla	0	0	150,000	0	-150,000	-100.0%
41450541	340424	Homeless Services Grant	0	425,000	425,000	0	-425,000	-100.0%
41450541	340425	Homeless incentive Progra	0	24,750	24,750	24,750	0	0.0%
41430410	340600	NSIP Nutrition Svc Incentiv	20,999	0	0	0	0	0.0%
41430415	340700	LAC WDACS Title III-B	1,169	1,000	1,000	0	-1,000	-100.0%
41430410	340800	LAC WDACS Title III C	192,182	160,183	160,183	0	-160,183	-100.0%
41430415	340800	LAC WDACS Title III C	45,745	45,759	45,759	0	-45,759	-100.0%
41440913	341410	DOJ-Bulletproof Vest Gran	15,179	0	0	0	0	0.0%
41440932	341437	DOJ-Coronavirus Emerg S	41,660	0	0	0	0	0.0%
41440934	341446	Traffic Records Improvemnt	0	0	86,000	0	-86,000	-100.0%
41440930	341449	Selective Traffic Enforcem	51,070	0	0	0	0	0.0%
41440931	341449	Selective Traffic Enforcem	29,523	0	0	0	0	0.0%
41440933	341449	Selective Traffic Enforcem	0	0	134	0	-134	-100.0%
41445911	342165	Assistance to Firefighters	0	0	71,906	0	-71,906	-100.0%
41445909	342170	SAFER Grant	0	0	0	1,080,000	1,080,000	0.0%
41460902	342400	TDA 3 - Bikeways (Gas Ta	28,808	26,000	26,000	26,000	0	0.0%
41440230	342700	COPS/SLESF/Bulte Reve	155,948	145,145	145,145	112,127	-33,018	-22.7%
41445904	343206	Emergency Managemnt Per	0	8,000	40,667	8,166	-32,501	-79.9%
41445910	343231	State Homeland Security 2	0	0	9,571	0	-9,571	-100.0%
41460913	343235	State of Calif - OTS	0	0	13,008	0	-13,008	-100.0%
41460905	343500	Dept/Conservation-Recycli	10,152	0	0	0	0	0.0%
41460906	343510	CalRecycle HHW	0	0	50,000	0	-50,000	-100.0%
41460904	343520	CIWMB-CA Intg Waste Mg	0	0	15,178	0	-15,178	-100.0%
41430902	346330	Prop A: Maint & Srvcs.	15,075	0	0	0	0	0.0%
41430907	346330	Prop A: Maint & Srvcs.	174,482	0	0	0	0	0.0%
41460903	346330	Prop A: Maint & Srvcs.	135,615	80,000	80,000	80,000	0	0.0%
41460903	346335	Prop A: Maint & Svcs -Exc	0	0	27,389	0	-27,389	-100.0%
41445200	367403	HHS CARES ACT Fund	15,184	0	0	0	0	0.0%
<b>Intergovernmental Sub Total</b>			<b>932,791</b>	<b>915,837</b>	<b>1,371,691</b>	<b>1,331,043</b>	<b>-40,648</b>	<b>-3.0%</b>
<b>Use of Money &amp; Prop</b>								
41440230	382000	Interest Income	4,750	3,000	3,000	3,000	0	0.0%
<b>Use of Money &amp; Prop Sub Total</b>			<b>4,750</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
41430410	386200	Donations	29,217	36,000	36,000	0	-36,000	-100.0%
41430415	386210	Donations - Home Delivery	4,931	7,200	7,200	0	-7,200	-100.0%
<b>Other Revenue Sub Total</b>			<b>34,148</b>	<b>43,200</b>	<b>43,200</b>	<b>0</b>	<b>-43,200</b>	<b>-100.0%</b>

**Revenue Detail  
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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>Other-Transfers</b>								
41416100	391101	Trsf In From - Fund 101	0	67,120	67,120	0	-67,120	-100.0%
41430410	391101	Trsf In From - Fund 101	15,423	0	0	0	0	0.0%
41430415	391101	Trsf In From - Fund 101	11,098	0	0	0	0	0.0%
41470600	391424	Trsf In From - Fund 424	17,932	0	0	0	0	0.0%
<b>Other-Transfers</b>		<b>Sub Total</b>	<b>44,453</b>	<b>67,120</b>	<b>67,120</b>	<b>0</b>	<b>-67,120</b>	<b>-100.0%</b>
<b>Operating Grants Fund Total</b>			<b>1,016,142</b>	<b>1,029,157</b>	<b>1,485,011</b>	<b>1,334,043</b>	<b>-150,968</b>	<b>-10.2%</b>
<b>415 - Prop A Local Return Fund Revenues</b>								
<b>Intergovernmental</b>								
41516100	346100	Prop A Local Return	773,828	846,755	846,755	801,822	-44,933	-5.3%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>773,828</b>	<b>846,755</b>	<b>846,755</b>	<b>801,822</b>	<b>-44,933</b>	<b>-5.3%</b>
<b>Use of Money &amp; Prop</b>								
41516100	382000	Interest Income	23,957	11,000	11,000	11,000	0	0.0%
41516100	382010	Net Incr/Decr Fair Val Inve	24,689	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>48,646</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	<b>0.0%</b>
<b>Prop A Local Return Fund Total</b>			<b>822,475</b>	<b>857,755</b>	<b>857,755</b>	<b>812,822</b>	<b>-44,933</b>	<b>-5.2%</b>
<b>416 - Asset Seizure Fund Revenues</b>								
<b>Intergovernmental</b>								
41640454	341500	Asset Seizure - Justice	72,112	0	0	0	0	0.0%
41640450	342800	Asset Seizure - State	95,138	0	0	0	0	0.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>167,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Use of Money &amp; Prop</b>								
41616100	382000	Interest Income	14,926	11,000	11,000	10,000	-1,000	-9.1%
41616100	382010	Net Incr/Decr Fair Val Inve	11,259	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>26,185</b>	<b>11,000</b>	<b>11,000</b>	<b>10,000</b>	<b>-1,000</b>	<b>-9.1%</b>
<b>Other Revenue</b>								
41640454	386300	Sale of Property	3,448	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>3,448</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Asset Seizure Fund Total</b>			<b>196,884</b>	<b>11,000</b>	<b>11,000</b>	<b>10,000</b>	<b>-1,000</b>	<b>-9.1%</b>
<b>417 - Community Development Fund Revenues</b>								
<b>Licenses &amp; Permits</b>								
41750100	334110	Comm Dev Impact Fees -	0	0	0	0	0	0.0%
41750100	334120	Comm Dev Impact Fees -	67,989	-67,989	-67,989	50,000	117,989	-173.5%
41750100	334130	Comm Dev Impact Fees -	283,453	0	0	0	0	0.0%
<b>Licenses &amp; Permits</b>		<b>Sub Total</b>	<b>351,442</b>	<b>(67,989)</b>	<b>-67,989</b>	<b>50,000</b>	<b>117,989</b>	<b>-173.5%</b>
<b>Use of Money &amp; Prop</b>								
41716100	382000	Interest Income	0	6,000	6,000	0	-6,000	-100.0%
41750100	382000	Interest Income	15,880	-15,880	-15,880	5,000	20,880	-131.5%
41716100	382010	Net Incr/Decr Fair Val Inve	15,429	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>31,310</b>	<b>(9,880)</b>	<b>-9,880</b>	<b>5,000</b>	<b>14,880</b>	<b>-150.6%</b>
<b>Community Development Fund Total</b>			<b>382,752</b>	<b>-77,869</b>	<b>-77,869</b>	<b>55,000</b>	<b>132,869</b>	<b>-170.6%</b>
<b>418 - Special Gas Tax Fund Revenues</b>								
<b>Intergovernmental</b>								
41860210	344050	Gas Tax - 2103	277,008	399,843	399,843	354,885	-44,958	-11.2%
41860210	344100	Gas Tax - 2105	204,926	236,585	236,585	231,244	-5,341	-2.3%

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
41860210	344200	Gas Tax - 2106	121,021	148,859	148,859	133,319	-15,540	-10.4%
41860210	344300	Gas Tax - 2107	258,758	306,035	306,035	294,276	-11,759	-3.8%
41860150	344400	Gas Tax - 2107.5	6,000	-6,000	-6,000	0	6,000	-100.0%
41860210	344400	Gas Tax - 2107.5	0	12,000	12,000	6,000	-6,000	-50.0%
41860210	344410	Gas Tax - Loan Repaymen	45,163	44,950	44,950	45,000	50	0.1%
41860210	344420	Gas Tax - Road Maint Reh	695,791	699,414	699,414	785,169	85,755	12.3%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>1,608,668</b>	<b>1,841,686</b>	<b>1,841,686</b>	<b>1,849,893</b>	<b>8,208</b>	<b>0.4%</b>
<b>Use of Money &amp; Prop</b>								
41816100	382000	Interest Income	26,222	-7,222	-7,222	0	7,222	-100.0%
41816100	382010	Net Incr/Decr Fair Val Inve	29,037	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>55,259</b>	<b>(7,222)</b>	<b>-7,222</b>	<b>0</b>	<b>7,222</b>	<b>-100.0%</b>
<b>Special Gas Tax Fund Total</b>			<b>1,663,926</b>	<b>1,834,464</b>	<b>1,834,464</b>	<b>1,849,893</b>	<b>15,429</b>	<b>0.8%</b>
<b>419 - Park Facilities Fund Revenues</b>								
<b>Charges for Services</b>								
41916100	366000	Park Facilities - Quimby	301,197	-201,197	-201,197	50,000	251,197	-124.9%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>301,197</b>	<b>(201,197)</b>	<b>-201,197</b>	<b>50,000</b>	<b>251,197</b>	<b>-124.9%</b>
<b>Use of Money &amp; Prop</b>								
41916100	382000	Interest Income	23,669	-6,169	-6,169	5,000	11,169	-181.0%
41916100	382010	Net Incr/Decr Fair Val Inve	20,820	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>44,489</b>	<b>(6,169)</b>	<b>-6,169</b>	<b>5,000</b>	<b>11,169</b>	<b>-181.0%</b>
<b>Park Facilities Fund Total</b>			<b>345,686</b>	<b>-207,366</b>	<b>-207,366</b>	<b>55,000</b>	<b>262,366</b>	<b>-126.5%</b>
<b>420 - Capital Improv and Acq Fund Revenues</b>								
<b>Intergovernmental</b>								
42080000	347000	Grants - Other	0	15,000	15,000	0	-15,000	-100.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</b>	<b>-100.0%</b>
<b>Charges for Services</b>								
42080000	370520	Cost Recovery	35,199	0	0	0	0	0.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>35,199</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Use of Money &amp; Prop</b>								
42016100	382000	Interest Income	185,438	-54,438	-54,438	110,000	164,438	-302.1%
42016100	382010	Net Incr/Decr Fair Val Inve	119,771	0	0	0	0	0.0%
42016100	383150	Rent/Concession - Other	360,000	360,000	360,000	360,000	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>665,209</b>	<b>305,562</b>	<b>305,562</b>	<b>470,000</b>	<b>164,438</b>	<b>53.8%</b>
<b>Other Revenue</b>								
42080000	339100	Playa Vista/Sunkist NTMP	0	323,115	323,115	0	-323,115	-100.0%
42080000	339105	Playa Vista Rdwy/Cap Enh	24,932	1,873,317	1,873,317	1,278,000	-595,317	-31.8%
42080000	339115	West LA College Mitigation	263,917	2,233,809	2,233,809	0	-2,233,809	-100.0%
42080000	339120	SONY Revenue	50,000	293,894	293,894	0	-293,894	-100.0%
42080000	339122	Rancho Higuera NTMP	0	400,000	400,000	0	-400,000	-100.0%
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	25,825	0	0	0	0	0.0%
42080000	348210	Energy Efficcy-Loan, Reb & I	0	575,881	575,881	0	-575,881	-100.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>364,674</b>	<b>6,275,016</b>	<b>6,275,016</b>	<b>1,278,000</b>	<b>-4,997,016</b>	<b>-79.6%</b>
<b>Other-Transfers</b>								
42016100	391101	Trsf In From - Fund 101	0	6,539,817	6,539,817	2,742,000	-3,797,817	-58.1%

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>Other-Transfers</b>	<b>Sub Total</b>		<b>0</b>	<b>6,539,817</b>	<b>6,539,817</b>	<b>2,742,000</b>	<b>-3,797,817</b>	<b>-58.1%</b>
<b>Capital Improv and Acq Fund Total</b>			<b>1,065,082</b>	<b>13,135,395</b>	<b>13,135,395</b>	<b>4,490,000</b>	<b>-8,645,395</b>	<b>-65.8%</b>

**423 - Capital Grants (CIP) Fund Revenues**

<b>Intergovernmental</b>								
42380000	339110	LA DOT & Caltrans (State)	0	528,296	528,296	0	-528,296	-100.0%
42380000	339111	LA DOT & Caltrans (Feder	13,736	2,686,289	2,686,289	0	-2,686,289	-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	340880	IRWM Mesmer Diversion	0	607,857	607,857	0	-607,857	-100.0%
42380000	341000	US Dept/Transportation-ST	0	136,474	136,474	0	-136,474	-100.0%
42380000	341100	Fed Hwy Administration Gr	220,240	8,784,883	8,784,883	0	-8,784,883	-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	103,167	834,970	834,970	0	-834,970	-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	0	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	0	73,989	73,989	0	-73,989	-100.0%
42380000	346670	MTA - Flex Funds	66,213	6,554,098	6,554,098	0	-6,554,098	-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	191,784	575,352	575,352	0	-575,352	-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%
<b>Intergovernmental</b>	<b>Sub Total</b>		<b>595,141</b>	<b>32,721,950</b>	<b>32,721,950</b>	<b>0</b>	<b>-32,721,950</b>	<b>-100.0%</b>
<b>Other Revenue</b>								
42380000	348350	Cal State Parks Foundatio	0	200,000	200,000	0	-200,000	-100.0%
42380000	399901	Baldwin Hills Conservation	0	379,784	379,784	0	-379,784	-100.0%
<b>Other Revenue</b>	<b>Sub Total</b>		<b>0</b>	<b>579,784</b>	<b>579,784</b>	<b>0</b>	<b>-579,784</b>	<b>-100.0%</b>
<b>Capital Grants (CIP) Fund Total</b>			<b>595,141</b>	<b>33,301,734</b>	<b>33,301,734</b>	<b>0</b>	<b>-33,301,734</b>	<b>-100.0%</b>

**424 - Prop C Local Return Fund Revenues**

<b>Intergovernmental</b>								
42416100	346400	Prop C Local Return	641,892	442,361	442,361	442,361	0	0.0%
<b>Intergovernmental</b>	<b>Sub Total</b>		<b>641,892</b>	<b>442,361</b>	<b>442,361</b>	<b>442,361</b>	<b>0</b>	<b>0.0%</b>
<b>Use of Money &amp; Prop</b>								
42416100	382000	Interest Income	21,931	12,000	12,000	12,000	0	0.0%
42416100	382010	Net Incr/Decr Fair Val Inve	21,077	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>	<b>Sub Total</b>		<b>43,008</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>0.0%</b>
<b>Prop C Local Return Fund Total</b>			<b>684,900</b>	<b>454,361</b>	<b>454,361</b>	<b>454,361</b>	<b>0</b>	<b>0.0%</b>

**425 - Special Assessment & Districts Revenues**

<b>Charges for Services</b>								
42516540	365910	Landscaping Dist #1	0	45,383	45,383	45,383	0	0.0%

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			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
42516543	365910	Landscaping Dist #1	45,890	0	0	0	0	0.0%
42516540	365920	Higuera St. Ldscp & Lghtg	18,433	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	20,269	7,404	7,404	13,572	6,168	83.3%
42516520	365930	W Wash Landscape Maint	16,587	0	0	0	0	0.0%
42516530	365930	W Wash Landscape Maint	0	0	5,750	0	-5,750	-100.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>101,179</b>	<b>72,189</b>	<b>77,939</b>	<b>78,357</b>	<b>418</b>	<b>0.5%</b>
<b>Use of Money &amp; Prop</b>								
42516540	382000	Interest Income	7,438	4,000	4,000	4,000	0	0.0%
42516100	382010	Net Incr/Decr Fair Val Inve	7,020	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>14,458</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0.0%</b>
<b>Special Assessment &amp; Districts Total</b>			<b>115,637</b>	<b>76,189</b>	<b>81,939</b>	<b>82,357</b>	<b>418</b>	<b>0.5%</b>
<b>426 - Section 8 Fund Revenues</b>								
<b>Intergovernmental</b>								
42650510	340220	HUD Revenue - Voucher	1,500,411	1,300,000	1,300,000	1,300,000	0	0.0%
42650510	340420	Admin Fees - Voucher	144,762	0	0	0	0	0.0%
42650510	340423	Admin Fees - Coordinator	30,905	72,000	72,000	36,400	-35,600	-49.4%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>1,676,078</b>	<b>1,372,000</b>	<b>1,372,000</b>	<b>1,336,400</b>	<b>-35,600</b>	<b>-2.6%</b>
<b>Use of Money &amp; Prop</b>								
42616100	382000	Interest Income	5,846	7,000	7,000	7,000	0	0.0%
42650510	382000	Interest Income	-77	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>5,768</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Revenue</b>								
42650510	386100	Miscellaneous Revenue	2,202	0	0	0	0	0.0%
42650510	386115	Fraud Recovery Admin	2,202	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>4,404</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Section 8 Fund Total</b>			<b>1,686,250</b>	<b>1,379,000</b>	<b>1,379,000</b>	<b>1,343,400</b>	<b>-35,600</b>	<b>-2.6%</b>
<b>427 - CDBG - Operating Fund Revenues</b>								
<b>Intergovernmental</b>								
42730440	340100	Comm Dev Block Grant (C	7,342	28,500	28,500	44,000	15,500	54.4%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>7,342</b>	<b>28,500</b>	<b>28,500</b>	<b>44,000</b>	<b>15,500</b>	<b>54.4%</b>
<b>CDBG - Operating Fund Total</b>			<b>7,342</b>	<b>28,500</b>	<b>28,500</b>	<b>44,000</b>	<b>15,500</b>	<b>54.4%</b>
<b>428 - CDBG - Capital Fund Revenues</b>								
<b>Intergovernmental</b>								
42880000	340100	Comm Dev Block Grant (C	0	632,704	632,704	175,000	-457,704	-72.3%
42880000	341700	American Recovery Reinve	0	20,232	20,232	0	-20,232	-100.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>0</b>	<b>652,936</b>	<b>652,936</b>	<b>175,000</b>	<b>-477,936</b>	<b>-73.2%</b>
<b>CDBG - Capital Fund Total</b>			<b>0</b>	<b>652,936</b>	<b>652,936</b>	<b>175,000</b>	<b>-477,936</b>	<b>-73.2%</b>
<b>431 - Measure R Revenues</b>								
<b>Intergovernmental</b>								
43116100	313500	Measure R - OP	0	1,744,159	1,744,159	0	-1,744,159	-100.0%
43180000	313520	Measure R Local Return	480,730	465,473	465,473	251,000	-214,473	-46.1%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>480,730</b>	<b>2,209,632</b>	<b>2,209,632</b>	<b>251,000</b>	<b>-1,958,632</b>	<b>-88.6%</b>
<b>Use of Money &amp; Prop</b>								
43116100	382000	Interest Income	7,155	-4,155	-4,155	2,000	6,155	-148.1%

**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
43116100	382010	Net Incr/Decr Fair Val Inve	8,835	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>15,989</b>	<b>(4,155)</b>	<b>-4,155</b>	<b>2,000</b>	<b>6,155</b>	<b>-148.1%</b>
<b>Measure R Total</b>			<b>496,719</b>	<b>2,205,477</b>	<b>2,205,477</b>	<b>253,000</b>	<b>-1,952,477</b>	<b>-88.5%</b>
<b>434 - CC Safe/Clean Water Protection Revenues</b>								
<b>Taxes</b>								
43416100	313700	CC Safe/Clean Wtr Prtctn	2,081,487	2,050,000	2,050,000	2,050,000	0	0.0%
<b>Taxes</b>		<b>Sub Total</b>	<b>2,081,487</b>	<b>2,050,000</b>	<b>2,050,000</b>	<b>2,050,000</b>	<b>0</b>	<b>0.0%</b>
<b>Intergovernmental</b>								
43480000	313705	Measure W Washington Bl	0	0	1,200,000	0	-1,200,000	-100.0%
43480000	343836	Safe Clean Water Measure	0	0	4,509,098	0	-4,509,098	-100.0%
43480000	373710	Measure W Mesmer Divers	0	0	237,500	0	-237,500	-100.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>5,946,598</b>	<b>0</b>	<b>-5,946,598</b>	<b>-100.0%</b>
<b>Use of Money &amp; Prop</b>								
43416100	382000	Interest Income	145,978	83,000	83,000	83,000	0	0.0%
43416100	382010	Net Incr/Decr Fair Val Inve	124,268	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>270,246</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>	<b>0</b>	<b>0.0%</b>
<b>CC Safe/Clean Water Protection Total</b>			<b>2,351,733</b>	<b>2,133,000</b>	<b>8,079,598</b>	<b>2,133,000</b>	<b>-5,946,598</b>	<b>-73.6%</b>
<b>435 - Measure M Revenues</b>								
<b>Intergovernmental</b>								
43580000	346900	Measure M - Local Return	540,717	597,007	597,007	565,327	-31,680	-5.3%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>540,717</b>	<b>597,007</b>	<b>597,007</b>	<b>565,327</b>	<b>-31,680</b>	<b>-5.3%</b>
<b>Use of Money &amp; Prop</b>								
43516100	382000	Interest Income	21,995	8,000	8,000	8,000	0	0.0%
43516100	382010	Net Incr/Decr Fair Val Inve	21,620	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>43,616</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0.0%</b>
<b>Measure M Total</b>			<b>584,333</b>	<b>605,007</b>	<b>605,007</b>	<b>573,327</b>	<b>-31,680</b>	<b>-5.2%</b>
<b>436 - Board of State&amp;Comm Correctns Revenues</b>								
<b>Intergovernmental</b>								
43614100	343580	Youth Reinvestment Progr	254,338	205,086	205,086	254,338	49,252	24.0%
<b>Intergovernmental</b>		<b>Sub Total</b>	<b>254,338</b>	<b>205,086</b>	<b>205,086</b>	<b>254,338</b>	<b>49,252</b>	<b>24.0%</b>
<b>Use of Money &amp; Prop</b>								
43616100	382000	Interest Income	2,150	0	0	0	0	0.0%
43616100	382010	Net Incr/Decr Fair Val Inve	1,029	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>3,178</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Board of State&amp;Comm Correctns Total</b>			<b>257,516</b>	<b>205,086</b>	<b>205,086</b>	<b>254,338</b>	<b>49,252</b>	<b>24.0%</b>
<b>475 - Culver City Parking Authority Revenues</b>								
<b>Licenses &amp; Permits</b>								
47516100	326000	Filming Permit	126,223	150,000	150,000	150,000	0	0.0%
<b>Licenses &amp; Permits</b>		<b>Sub Total</b>	<b>126,223</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0.0%</b>
<b>Charges for Services</b>								
47555100	317560	City Hall Parking P1	39,451	29,400	29,400	31,680	2,280	7.8%
47560260	371505	Parking Meter Credit Cards	1,032,666	900,000	900,000	900,000	0	0.0%
47560260	371510	Culver, Main	36,587	30,000	30,000	30,000	0	0.0%
47560260	371520	Culver, Cardiff	13,159	15,000	15,000	15,000	0	0.0%
47560260	371530	Culver, Watseka	8,485	10,000	10,000	10,000	0	0.0%

**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
47560260	371540	Culver, Lincoln	3,066	2,500	2,500	2,500	0	0.0%
47560260	371550	Culver, Overland	8,120	8,000	8,000	8,000	0	0.0%
47560260	371600	Irving, Van Buren	1,862	5,000	5,000	5,000	0	0.0%
47560260	371610	Linblade, Ince	22,383	25,000	25,000	25,000	0	0.0%
47560260	371620	Eastham, Higueara	2,442	2,500	2,500	2,500	0	0.0%
47560260	371630	National, Wash	12,837	12,000	12,000	12,000	0	0.0%
47560260	371640	Sepulveda, Washington, V	31,354	30,000	30,000	30,000	0	0.0%
47560260	371650	Sepulveda, Washington, Br	30,622	30,000	30,000	30,000	0	0.0%
47560260	371660	Stellar Drive	4,661	10,000	10,000	10,000	0	0.0%
47560260	371670	Warner	633	1,000	1,000	1,000	0	0.0%
47560260	371680	Washington, Elenda, Overl	23,462	25,000	25,000	25,000	0	0.0%
47560260	371690	Washington, Landmark	44,740	35,000	35,000	35,000	0	0.0%
47560260	371700	Washington PI - Fwy	18,544	20,000	20,000	20,000	0	0.0%
47560260	371710	Wash, Walnut	10,532	10,000	10,000	10,000	0	0.0%
47560260	371720	Wash, Zanja, Michael	39,689	35,000	35,000	35,000	0	0.0%
47560260	371730	Wash, Overland, Jean	29,628	30,000	30,000	30,000	0	0.0%
47560260	371740	Media Park	3,869	5,000	5,000	5,000	0	0.0%
47560260	371770	Overland / Overland Parkin	10,642	10,000	10,000	10,000	0	0.0%
47560260	371780	Preferential Parking	97,782	100,000	100,000	100,000	0	0.0%
47555310	371790	Cardiff Parking	17,880	20,160	20,160	31,680	11,520	57.1%
47555560	371795	Virginia Parking Lot	152,200	171,600	171,600	171,600	0	0.0%
47560260	371820	Key Program Sales	15,437	15,000	15,000	15,000	0	0.0%
47560260	371840	Jefferson Bl. (Street Meter	27,495	25,000	25,000	25,000	0	0.0%
47560260	371850	Fox Hills (96 meters)	10,759	10,000	10,000	10,000	0	0.0%
47560260	371999	Citywide Various Locations	4,573	5,000	5,000	5,000	0	0.0%
47555580	372050	RDA Watseka Parking	245,422	278,000	278,000	264,960	-13,040	-4.7%
47555100	372060	RDA Venice Parking Lot -	4,830	5,760	5,760	5,760	0	0.0%
47555100	372080	RDA Sony Parking - 9099	900	65,000	65,000	0	-65,000	-100.0%
47555100	372100	RDA Robertson Bl Parking	20,525	21,600	21,600	21,600	0	0.0%
47555380	372130	Ince Parking Structure Rev	622,384	656,640	656,640	656,640	0	0.0%
47555100	372150	RDA - 3825 Canfield Parki	24,480	28,440	28,440	28,440	0	0.0%
47550120	372160	Film Parking	6,336	15,000	15,000	15,000	0	0.0%
47555100	372170	8906 Venice Parking Lot	0	500	500	0	-500	-100.0%
47555100	372200	Transient Parking	22,592	20,000	20,000	12,000	-8,000	-40.0%
47555310	372200	Transient Parking	530,432	720,000	720,000	435,000	-285,000	-39.6%
47555320	372200	Transient Parking	25,805	0	0	0	0	0.0%
47555380	372200	Transient Parking	1,141,440	804,000	804,000	777,000	-27,000	-3.4%
47555560	372200	Transient Parking	24,768	3,888	3,888	1,219	-2,669	-68.6%
47555580	372200	Transient Parking	304,240	396,000	396,000	246,000	-150,000	-37.9%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>4,729,711</b>	<b>4,641,988</b>	<b>4,641,988</b>	<b>4,104,579</b>	<b>-537,409</b>	<b>-11.6%</b>
<b>Use of Money &amp; Prop</b>								
47555310	382000	Interest Income	211,611	108,000	108,000	108,000	0	0.0%
47516100	382010	Net Incr/Decr Fair Val Inve	189,055	0	0	0	0	0.0%
47555380	383000	Rental Income	18,891	15,000	15,000	0	-15,000	-100.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>419,558</b>	<b>123,000</b>	<b>123,000</b>	<b>108,000</b>	<b>-15,000</b>	<b>-12.2%</b>
<b>Other Revenue</b>								
47580000	348200	So Cal Edison Rebate/Ince	75,424	0	0	0	0	0.0%
47555310	386100	Miscellaneous Revenue	-12	1,410	1,410	470	-940	-66.7%
47555380	386100	Miscellaneous Revenue	8,770	148,200	148,200	74,100	-74,100	-50.0%



**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
47555560	386100	Miscellaneous Revenue	15	32,400	32,400	900	-31,500	-97.2%
47555580	386100	Miscellaneous Revenue	0	2,820	2,820	0	-2,820	-100.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>84,197</b>	<b>184,830</b>	<b>184,830</b>	<b>75,470</b>	<b>-109,360</b>	<b>-59.2%</b>
<b>Culver City Parking Authority Total</b>			<b>5,359,688</b>	<b>5,099,818</b>	<b>5,099,818</b>	<b>4,438,049</b>	<b>-661,769</b>	<b>-13.0%</b>
<b>476 - Culver City Housing Authority Revenues</b>								
<b>Charges for Services</b>								
47650100	365960	Culver Villas Monitoring Fe	0	5,000	5,000	0	-5,000	-100.0%
<b>Charges for Services</b>		<b>Sub Total</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>-5,000</b>	<b>-100.0%</b>
<b>Use of Money &amp; Prop</b>								
47650100	365950	Jackson Rent Proceeds	0	96,000	96,000	0	-96,000	-100.0%
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	84,125	0	0	0	0	0.0%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>438,275</b>	<b>96,000</b>	<b>96,000</b>	<b>0</b>	<b>-96,000</b>	<b>-100.0%</b>
<b>Other Revenue</b>								
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%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other-Transfers</b>								
47161010	391550	Trsf In From - Fund 550	0	0	0	0	0	0.0%
47616100	391550	Trsf In From - Fund 550	0	4,908,776	4,908,776	5,996,000	1,087,224	22.1%
<b>Other-Transfers</b>		<b>Sub Total</b>	<b>0</b>	<b>4,908,776</b>	<b>4,908,776</b>	<b>5,996,000</b>	<b>1,087,224</b>	<b>22.1%</b>
<b>Culver City Housing Authority Total</b>			<b>443,275</b>	<b>5,009,776</b>	<b>5,009,776</b>	<b>5,996,000</b>	<b>986,224</b>	<b>19.7%</b>
<b>485 - COOP Unrestricted CAP Funds Revenues</b>								
<b>Use of Money &amp; Prop</b>								
48516100	382000	Interest Income	42,131	-42,131	-42,131	0	42,131	-100.0%
48516100	382010	Net Incr/Decr Fair Val Inve	42,379	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%
<b>Use of Money &amp; Prop</b>		<b>Sub Total</b>	<b>186,360</b>	<b>(143,981)</b>	<b>-143,981</b>	<b>0</b>	<b>143,981</b>	<b>-100.0%</b>
<b>Other Revenue</b>								
48580000	386350	Land Sale Proceeds	0	0	0	0	0	0.0%
<b>Other Revenue</b>		<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>COOP Unrestricted CAP Funds Total</b>			<b>186,360</b>	<b>-143,981</b>	<b>-143,981</b>	<b>0</b>	<b>143,981</b>	<b>-100.0%</b>
<b>550 - Successor Agency - RORF Revenues</b>								
<b>Taxes</b>								
55090000	311210	Tax Increment	20,741,765	23,541,595	23,541,595	20,264,574	-3,277,021	-13.9%
<b>Taxes</b>		<b>Sub Total</b>	<b>20,741,765</b>	<b>23,541,595</b>	<b>23,541,595</b>	<b>20,264,574</b>	<b>-3,277,021</b>	<b>-13.9%</b>
<b>Use of Money &amp; Prop</b>								
55090000	382000	Interest Income	-485,150	871,058	871,058	20,000	-851,058	-97.7%
55090860	382000	Interest Income	760,355	0	0	0	0	0.0%
55090161	382010	Net Incr/Decr Fair Val Inve	-9,844	-21,817	-21,817	0	21,817	-100.0%
55090000	382100	Interest Income-Notes Rec	30,942	-942	-942	30,000	30,942	-3286.2%

**Revenue Detail  
Fiscal 2021-22**

			2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2021-22 Proposed Budget	Change	% Change
<b>Use of Money &amp; Prop</b>	<b>Sub Total</b>		296,303	848,299	848,299	50,000	-798,299	-94.1%
<b>Other Revenue</b>								
55090000	386100	Miscellaneous Revenue	35	-35	-35	0	35	-100.0%
<b>Other Revenue</b>	<b>Sub Total</b>		35	(35)	-35	0	35	-100.0%
<b>Successor Agency - RORF Total</b>			21,038,103	24,389,859	24,389,859	20,314,574	-4,075,285	-16.7%
<b>Total All Funds</b>			248,781,165	284,100,361	296,133,746	276,733,987	-19,399,759	-6.6%



2021/2022  
PROPOSED BUDGET

# 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
10000	City Council	276,274	215,656	197,627	-18,029	-8.4%
Department Total		\$276,274	\$215,656	\$197,627	-\$18,029	-8.4%



2021/2022  
PROPOSED BUDGET

# CITY COUNCIL

## RESP. MGR.: MAYOR & COUNCILMEMBERS

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
10110000 City Council					
Councilmembers	4.00	4.00	4.00	0.00	0.0%
Mayor	1.00	1.00	1.00	0.00	0.0%
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATION			101			10110000		
			GENERAL FUND			City Council		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
30,847	32,710	32,710	411100	Regular Salaries	32,710	0	0.0%	
1,304	1,403	1,403	432000	Social Security	2,832	1,429	101.9%	
2,388	2,331	2,331	433000	Retirement - Employer	2,154	-177	-7.6%	
3,820	3,941	3,941	433050	Retirement-Unfunded Liability	4,551	610	15.5%	
962	1,336	1,336	434000	Workers Compensation	1,296	-40	-3.0%	
75,781	78,863	78,863	435000	Group Insurance	48,600	-30,263	-38.4%	
48,059	50,392	50,392	435500	Retiree Insurance	50,710	318	0.6%	
7,800	7,800	7,800	438500	Cell Phone Allowance	7,800	0	0.0%	
<b>170,962</b>	<b>178,776</b>	<b>178,776</b>	<b>Total</b>	<b>Personnel Services</b>	<b>150,653</b>	<b>-28,123</b>	<b>-15.7%</b>	
0	1,500	1,500	512100	Office Expense	1,500	0	0.0%	
1,270	1,250	1,250	512400	Communications	1,250	0	0.0%	
3,021	2,000	2,000	514100	Departmental Special Supplies	2,000	0	0.0%	
11,064	3,400	1,400	516500	Conferences & Conventions	10,000	8,600	614.3%	
2,971	3,300	3,300	516600	Special Events & Meetings	3,300	0	0.0%	
106	0	0	517300	Advertising and Public Relatio	0	0	0.0%	
86,267	25,000	27,000	619800	Other Contractual Services	28,480	1,480	5.5%	
613	430	430	650300	Liability Reserve Charge	444	14	3.3%	
<b>105,312</b>	<b>36,880</b>	<b>36,880</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>46,974</b>	<b>10,094</b>	<b>27.4%</b>	
<b>276,274</b>	<b>215,656</b>	<b>215,656</b>	<b>Division Total</b>		<b>197,627</b>	<b>-18,029</b>	<b>-8.4%</b>	

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2021/2022  
PROPOSED BUDGET

# 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.

		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>EXPENDITURE SUMMARY</b>						
<i>101 – GENERAL FUND</i>						
10100	City Manager's Office	1,456,027	1,624,697	1,635,898	11,201	0.7%
<b>Department Total</b>		<b>\$1,456,027</b>	<b>\$1,624,697</b>	<b>\$1,635,898</b>	<b>\$11,201</b>	<b>0.7%</b>



2021/2022  
PROPOSED BUDGET

# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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	1.00	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%
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.0%</b>





# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2020/2021 WORK PLANS

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- 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 Finance Department has created an Internal Audit Framework policy that will be presented to the Policy Committee and City Council for review and approval. Staff has also successfully implemented over 60% of the eighty detailed internal control recommendations from Moss Adams. Some of the recommendations which require the implementation of new software will take additional time and funding in order to transition. Staff has established a Fraud, Waste and Abuse (FWA) Hotline, generated quarterly FWA reports (posted on the City Website), and prepared a FWA policy for Committee and Council consideration. The Finance Department has created Administrative Grant Policies and Procedures, and staff is working on implementing a project accounting program in Munis to track all grant activity.*

- 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*

*Status: In progress. Working with the Housing Division, efforts are underway to implement the seven goals of the program to address housing and homelessness. The goals include projects to increase housing options, such as completing the Motel Reuse Study and launching the Accessory Dwelling Unit (ADU) program. Work also includes launching a system to track data and communicate outreach activities among City staff, including Code Enforcement, Fire Department, Police Department, St. Joseph's outreach team, and other affected City departments. Staff is working with the Committee on Homelessness to launch an educational and outreach campaign and to launch the Safe Park program. Staff continues to work with the Westside Cities Council of Governments on regional housing and*



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*homelessness solutions and is in active collaboration with the City and County of Los Angeles to address encampments and strengthen service provider relationships.*

- Obtain City Council direction on a permanent rent control and tenant protections 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*

*Status: In progress. Permanent rent control and tenant protections programs were adopted by City Council in September 2020 and went into effect in October 2021. Staff has created many of the necessary guidelines and forms, such as for determining the annual permissible rent increase, for landlords to apply for rent adjustments, and the required rent control notice. A new rent control webpage is active and additional communications are planned in Spring 2021. Development of cost recovery fees will occur in Spring 2021 after approval of rent control related budget adjustments.*

- 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*

*Status: In progress. Transition from the previous network operator to the new network operator occurred throughout FY20/21. Onward, the new operator, began as operator on March 1, 2021, which will cut annual expenses by over 50% in FY21/22. Additional network customers were added in FY20/21, tripling fiscal year annual revenue compared to FY19/20. The network is now cash flow positive and will have positive net income in FY21/22.*

- Work with the Finance Department to 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. Develop auditing and annual inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

*Status: In progress. Culver City has five permitted non-storefront cannabis businesses and five non-storefront businesses remain in the process of completing their permit applications.*



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*The three storefront retail applicants remain in the permitting process and are expected to complete the process in FY21/22. The Los Angeles County began periodic public health permit inspection program through an agreement with the City in FY20/21. The Finance Department collected quarterly tax returns from permittees and processed permit renewals for existing applicants throughout the year. Cannabis tax revenue for the first two quarters of FY20/21 grew to \$731,000, compared to \$29,000 for the first two quarters of FY19/20.*

- Work with the City Attorney's Office to 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

*Status: In progress. Staff anticipates completing the renewal of the Torrance Valley Pipeline franchise agreement by the end of FY20/21. The agreement will serve as a template for the renewal of the three remaining pipeline franchise agreements.*

- 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. Staff continues to collect Transient Occupancy Tax through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent rent control program. Now that the permanent rent control program is in place, development of the short term residential regulations will resume in FY21/22*

- Collaborate with the Culver City Unified School District and West Los Angeles College (WLAC) on projects and initiatives of shared interest. Actively participate in CC-CCUSD Liaison Committee and CC-WLAC Liaison Committee meetings and provide support to WLAC to engage the community. 2018 Strategic Plan Reference: N/A

*Status: In progress. The CC-WLAC liaison committee met in February 2021 to discuss ongoing construction at WLAC, future development at 10100 Jefferson Boulevard, and safe parking. Staff facilitated one meeting of WLAC with representatives from the adjacent*



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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*homeowners associations in February 2021 to discuss ongoing construction at WLAC. The CC-CCUSD liaison committee met in February 2021 to discuss student support services and sustainability.*

- 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*

*Status: In progress. The Transportation Department leads the tactical MOVE Culver City project in coordination with other City departments. MOVE Culver City's Downtown Corridor will connect Downtown Culver City with the E-Line station and the Arts District by creating mobility (bus and bike) lanes in both directions on Culver and Washington boulevards. Since November 2020, staff has participated on the MOVE Culver City project team, particularly in the areas of community outreach and communications.*

- 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. Due to the COVID-19 pandemic, Stay at Home and Safer at Home Public Health Orders, many City Hall staff have been telecommuting since March 2020. Largely for these reasons, the planning for restructuring and reorienting of the offices in City Hall has been put on hold. Over the past several months, the Public Works Department has been working with many City Hall departments to install COVID-protective partitions in workspaces for employees who are working in City Hall.*

- 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*

*Status: In progress. Due to budgetary constraints this year, the City has reduced the scope and funding for the City's communications consultant. In light of these changes, staff has increased efforts to work more closely with staff regarding content for social media.*

*As of January 2021, the City has seen continued growth in the size of its audience on social media. There are 5,201 followers on the City's Facebook Page; 6,795 followers on the City's*



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Twitter Feed; 14,158 Nextdoor Members; 2,701 followers on the City's Instagram feed; 537 followers on the City's Volunteer Twitter Feed; 1,153 followers on Fire Department's Facebook Page; 1,383 followers on the Fire Department's Twitter Feed; 2,834 followers on the Fire Department's Instagram Account; 4,073 followers on the Police Department's Facebook Page; 6,557 followers on the Police Department's Twitter Feed; 7,049 followers on the Police Department Instagram Account; 1,324 followers on the PRCS Department's Facebook Page; 800 followers on the Culver CityBus Facebook Page; 378 followers on the Culver CityBus Twitter Feed; and over 38,000 subscribers on the City's GovDelivery platform. The City's communications consultant and staff have monitored comments, inquiries, and requests for service from stakeholders through various social media channels and the media. Whenever appropriate, staff and the consultant have noted the comments and questions and have informed other City staff to respond to inquiries.*

*When the City's Emergency Operations Center (EOC) was activated for the COVID-19 pandemic, one of the Assistant City Managers was named Crisis Communications Officer. The EOC Director assembled a team to support his efforts which included staff from the City Attorney's Office, Community Development/Economic Development, and the Fire Department. This group's efforts include preparing and distributing regularly scheduled Coronavirus updates to the community and City staff, social media posts (with the support of the communications consultant), and regular coordination with staff at the Los Angeles County Department of Public Health and other public agencies.*

*Additionally, due to restrictions on public gatherings during the COVID-19 pandemic to slow the spread of the virus, City departments, Commissions and the City Council have held meetings, workshops, and programs virtually. Staff in the City Clerk's Office and Information Technology Departments have pivoted during this time to help ensure public participation during these meetings.*

- 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: Staff will renew efforts to work on the Sidewalk Vending Ordinance and other City policies with the support of various staff and the Ad Hoc Street Vendors Subcommittee.*

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



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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*Status: The City's Parks, Recreation and Community Services Department has made significant efforts to help our community's senior population receive home delivered meals and special celebratory holiday gifts during the pandemic. The Senior Center has also created the monthly Safer at Home Guide for seniors. The Guide includes health and wellness activities, listings of Virtual Senior Classes, concerts, and workshops in addition to a Trivia section and important information about COVID-19.*





# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2021/2022 WORK PLANS

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- The City Manager will continue to lead the City's response to COVID-19 as the Emergency Services Director. The City Manager and staff continue to work with all departments through the EOC on issues such as public orders and compliance with health guidelines to keep the public safe, public and employee communications, employee policies and procedures, vaccination planning, fiscal stabilization, and cost recovery. *2018 Strategic Plan Reference: N/A*
- Work with Finance to continue 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*
- Work with the Housing Division and City Attorney's Office to implement the permanent rent control and tenant protections programs. Complete development of the residential rental registration process and collection of a residential rental fee, if approved by City Council. Created any additional processes, forms, and administrative policies necessary. Bring on board new staff and consultants to assist with the implementation of the program. Communicate about the program to stakeholders including tenants and landlords. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Work with the Housing Division, Code Enforcement, Police and Fire Departments, and other affected City departments to streamline the City's response to homelessness and support the City Council's direction regarding efforts to identify housing opportunities and address homelessness. Work continues on addressing numerous priorities: increasing housing options and the number of people served; expansion of homelessness prevention programming; enhancement of data tracking and homeless outreach activities among city staff and service providers; expansion of community education efforts around homelessness; creation of local programs to increase workforce training and job opportunities; and strengthening local and regional coordination. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Work with the Crisis Intervention Subcommittee to hire a project manager who will lead the work to design a Crisis Intervention Program for behavioral and mental health needs. *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



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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to City businesses. Maximize the efficiency and utilization of the network by working with new operator to expand the customer base and provide ISP services to small businesses. Expand the Culver Connect network through joint-build activities with Ting Internet. *2018 Strategic Plan Reference: N/A*

- In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*
- Work with the Finance Department to complete the permitting process for five non-storefront and three storefront cannabis businesses who are currently in the application process. Re-open the non-storefront permit application process for the remaining permit slots that are available. Work with Finance to develop auditing and annual inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work with the City Attorney's Office to update three remaining oil pipeline franchise agreements, out of the City's five oil pipeline franchises, using the Torrance Valley franchise agreement (anticipated to be completed in FY21) as a template. *2018 Strategic Plan Reference: N/A*
- Work with the City Attorney's Office and Community Development Department to develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, 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*
- Work with the Finance Department to implement the new tiered rate structure for the City's real property transfer tax, approved by voters as Measure RE in November 2020, including communications, audit and recovery mechanisms, and a process to determine eligibility for affordable and new multi-family residences. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*





# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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- Collaborate with the Culver City Unified School District and West Los Angeles Community College (WLAC) on projects and initiatives of shared interest. Actively participate in CC-CCUSD Liaison Committee and CC-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, considering current work from home changes, 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*

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATION			101	10110100			
			GENERAL FUND	City Manager's Office			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
790,044	870,358	870,358	411100	Regular Salaries	891,647	21,289	2.4%
34,540	14,040	14,040	431000	Deferred Compensation	18,200	4,160	29.6%
44,598	48,197	48,197	432000	Social Security	49,635	1,438	3.0%
56,010	62,974	62,974	433000	Retirement - Employer	57,508	-5,466	-8.7%
104,871	143,177	143,177	433050	Retirement-Unfunded Liability	164,384	21,207	14.8%
20,213	31,350	31,350	434000	Workers Compensation	36,190	4,840	15.4%
77,371	86,182	86,182	435000	Group Insurance	91,100	4,918	5.7%
2,838	3,250	3,250	435400	Retiree Health Savings	3,250	0	0.0%
88,864	92,209	92,209	435500	Retiree Insurance	84,000	-8,209	-8.9%
273	251	251	436000	State Disability Insurance	305	54	21.5%
1,500	1,500	1,500	437000	Mgt Health Ben	2,000	500	33.3%
7,815	7,800	7,800	437500	Longevity Pay	9,900	2,100	26.9%
17,831	20,700	20,700	438000	Auto Allowance	20,700	0	0.0%
5,238	6,240	6,240	438500	Cell Phone Allowance	6,240	0	0.0%
<b>1,252,005</b>	<b>1,388,228</b>	<b>1,388,228</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,435,059</b>	<b>46,831</b>	<b>3.4%</b>
916	3,600	3,600	512100	Office Expense	3,600	0	0.0%
2,520	2,120	2,120	512400	Communications	2,120	0	0.0%
100	0	0	513000	Utilities	0	0	0.0%
94	450	450	514100	Departmental Special Supplies	450	0	0.0%
3,468	0	0	516500	Conferences & Conventions	7,900	7,900	0.0%
807	2,565	2,565	516600	Special Events & Meetings	2,565	0	0.0%
1,485	2,800	2,800	516700	Memberships & Dues	2,800	0	0.0%
2,349	2,428	2,428	517100	Subscriptions	2,428	0	0.0%
7,612	5,400	6,266	517300	Advertising and Public Relatio	5,400	-866	-13.8%
0	120	120	517850	Employee Recognition Events	120	0	0.0%
171,784	16,795	206,036	619800	Other Contractual Services	161,057	-44,979	-21.8%
12,887	10,084	10,084	650300	Liability Reserve Charge	12,399	2,315	23.0%
<b>204,022</b>	<b>46,362</b>	<b>236,469</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>200,839</b>	<b>-35,630</b>	<b>-15.1%</b>
<b>1,456,027</b>	<b>1,434,590</b>	<b>1,624,697</b>	<b>Division Total</b>		<b>1,635,898</b>	<b>11,201</b>	<b>0.7%</b>



# CITY ATTORNEY

**RESP. MGR.: CAROL SCHWAB**

## DEPARTMENT DESCRIPTION

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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>101 – GENERAL FUND</b>						
13100	City Attorney	2,872,513	3,132,772	2,895,239	-237,533	-7.6%
	<b>Fund Total</b>	<b>2,872,513</b>	<b>3,132,772</b>	<b>2,895,239</b>	<b>-237,533</b>	<b>-7.6%</b>
<b>205 - MUNICIPAL FIBER NETWORK</b>						
13400	City Attorney - Risk	150,000	150,000	158,000	8,000	5.3%
	<b>Fund Total</b>	<b>150,000</b>	<b>150,000</b>	<b>158,000</b>	<b>8,000</b>	<b>5.3%</b>
<b>309 - SELF INSURANCE FUND</b>						
13400	City Attorney - Risk Mgt	1,598,567	1,387,156	1,966,659	579,503	41.8%
	<b>Fund Total</b>	<b>1,598,567</b>	<b>1,387,156</b>	<b>1,966,659</b>	<b>579,503</b>	<b>41.8%</b>
<b>Department Total</b>		<b>\$4,621,080</b>	<b>\$4,669,928</b>	<b>\$5,019,898</b>	<b>\$349,970</b>	<b>7.5%</b>



2021/2022  
PROPOSED BUDGET

# CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Liability Reserve Fees	2,402,713	1,925,714	2,030,816	105,102	5.5%
Miscellaneous Revenue	2,712	0	0	0	0.0%
General Revenues	2,215,655	2,744,214	2,989,082	244,868	8.9%
<b>Department Total</b>	<b>\$4,621,080</b>	<b>\$4,669,928</b>	<b>\$5,019,898</b>	<b>\$349,970</b>	<b>7.5%</b>

	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REGULAR POSITIONS</b>					
<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%
<b>Total Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.0%</b>



# CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

## FISCAL YEAR 2020/2021 WORK PLANS

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### 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: **Completed.** 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 2020/2021 WORK PLANS (CONTINUED)

### STRATEGIC PLAN INITIATIVES

#### **Goal: Enhance Mobility and Transportation**

Objective: Improve transportation infrastructure

##### ***Initiatives:***

- **Improve circulation by creating alternative modes of transportation**

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

- **Reduce traffic congestion through recommendations from TOD visioning and microtransit**

*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: 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.*



# CITY ATTORNEY

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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **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).*

### ***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.*



# CITY ATTORNEY

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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

### DEPARTMENTAL WORK PLANS

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

*Status (a/o 03/29/2021): 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 03/29/2021): 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 is tentatively scheduled for June 25, 2020, during the last quarter of FY 19-20.

*Status (a/o 03/29/2021): Completed and ongoing. The AB1234/Brown Act/Conflict of Interest Training was held virtually on June 25, 2020. 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 24, 2021. It is also anticipated that our Office will conduct Public Records Act training and claims and litigation training with Department liaisons during FY 21-22.*

- **Oil Drilling:** (1) Amortization Study of the IOF; (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.)

*Status (a/o 03/29/2021): (1) Partially completed and in progress. Amortization Study was released in Summer 2020 for public review and consideration/direction by the Oil Drilling Subcommittee and subsequently the City Council. On October 29, 2020, the City Council adopted a Resolution declaring its intent to evaluate the establishment of an approximate*





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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*five-year phase-out period for the amortization of nonconforming oil and gas uses within the City. Per the direction of the City Council, a proposed Amortization Program to resolve nonconforming oil and gas uses is in the process of being drafted. It is anticipated a proposed Ordinance will be presented to the City Council for consideration during FY 20-21; (2) **Ongoing.** Regular attendance at CAP meetings for the Baldwin Hills CSD and ongoing review of compliance reports and oil field activity within the CSD. Participation with the CAP Health Working Group and tracking of the County's Baldwin Hills Community Health Assessment Study; (3) **Ongoing.** Air quality monitoring of Baldwin Hills communities, including Culver City, has been delayed due to COVID-19, possibly to initiate in Summer 2021. Regular coordination with CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2021 and into 2022; and (4) **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, setbacks, etc.); and 5) **On hold.** The Specific Plan project remains on hold and may be abandoned and superseded by the Amortization Program, if adopted.*

- **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 21-22. (Joint Project with Administrative Services Department.)

*Status (a/o 03/29/2021): **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 21-22. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but resumed in February 2021.)*

- **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.)

*Status (a/o 03/29/2021): **Ongoing.** Continue to assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal time limitations for these applications. City Attorney's Office also continues to monitor federal and state telecommunications laws and regulations.*



# CITY ATTORNEY

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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **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 03/29/2021): **Partially completed.** 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 20-21. 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 during FY 21-22. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but will resume in early 2021.)*

- **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 03/29/2021): **Ongoing.** The City Manager's Office anticipates completing the renewal of the Torrance Valley Pipeline franchise agreement by the end of FY20/21. The agreement will serve as a template for the renewal of the three remaining pipeline franchise agreements. The City Attorney's Office is assisting with these efforts as needed.*

- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 20-21. (Assist Community Development Department.)

*Status (a/o 03/29/2021): **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 20-21. Thus far in FY 20-21, amendments regarding child care facilities in industrial zones, fitness studio parking, accessory dwelling units, micro units, SROs and SRO parking, single family development standards, establishing extended stay hotels/hotels as a*



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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*permitted land use, and affordable housing requirements for mixed use projects have been completed. Other amendments, including a comprehensive parking standards update, are continuing during the last part of FY 20-21. Further amendments will continue in FY 21-22, including, but not limited to, short-term rentals, ADU update, condominium and townhome subdivision, sign code, Administrative Modifications and Administrative Use Permits, permit extensions, architectural features related to height exemptions, and application submittal requirements.*

- **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.

*Status (a/o 03/29/2021): **In progress and ongoing.** 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, monitoring the LAX Specific Plan expansion project and submitting comments on the various documents released to the public for review and comment; monitor new and proposed development adjacent to LAX, and the proposed transit facility. The City's contract with its federal lobbyist was terminated at the end of FY 19/20, as part of overall City cost-cutting due to the COVID-19 pandemic. However, our Office assists where necessary with the Subcommittee's work through national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts. The City Attorney's Office continues to manage the litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The litigation was commenced by the City of Los Angeles in June 2019, and Culver City intervened in July 2019. The litigation is ongoing, and briefs have been filed with the court.*

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

*Status (a/o 03/29/2021): **Ongoing.** The Municipal Fiber Network (Culver Connect) is fully operational. During FY 19-20, laterals were constructed to connect buildings to the network. Transition from the previous network operator to the new network operator occurred throughout FY20/21. Onward, the new operator, will begin as operator on March 1, 2021,*



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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*which will cut annual expenses by over 50% in FY21/22. Additional network customers were added in FY20/21, tripling fiscal year annual revenue compared to FY19/20. The network is now cash flow positive and will have positive net income in FY21/22. 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. With regard to a separate, but related project, the City Attorney's Office has assisted the City Manager's Office and the Public Works and Information Technology Departments to permit Ting Internet's citywide fiber network.*

- **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.)

*Status (a/o 03/29/2021): **Partially completed and in progress.** The Working Group has identified additional amendments to CCMC provisions that it plans to present in FY 21-22. Once Council approves, the project will continue with the template development for Phase Two followed by Phase Three into late FY 21-22. During FY 20-21, some work was initiated with regard to insurance requirement updates, accessibility requirements and the creation of an online bid process. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but will resume in early 2021.)*

- **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 03/29/2021): **In progress and ongoing.** In 2019, 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. Our Office will assist Cultural Affairs Division throughout the project. 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. Further, due to resources being devoted to emergency operations and pandemic-related issues throughout*



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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*calendar year 2020, this project continued to be placed on hold. Staff will be returning to City Council with an update and recommendations in FY 21-22.*

- **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.)

*Status (a/o 03/29/2021): **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. Due to resources being devoted to the implementation of the interim rent control program and the development of the permanent rent control and tenant protection program, as well as resources being diverted to emergency operations and pandemic-related issues throughout calendar year 2020, this work plan was placed on hold. It is anticipated that work will recommence and be completed during FY 21-22.*

- **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 03/29/2021) **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 03/29/2021) **Carry Over.** Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold. It is anticipated this project will get underway during 4<sup>th</sup> quarter of FY 21-22.*

- **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.)





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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: (a/o 03/29/2021) **Carry Over.** Staff is assisting, as needed, with Public Works' and the Fire Department's preparation of a Debris Management Plan. No new amendments to CCMC Chapter 3.09 are contemplated for the remainder of this fiscal year. This item will be carried over to FY 21-22.*

- **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 1<sup>st</sup> quarter of FY 20-21.

*Status: (a/o 03/29/2021) **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. Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but is anticipated to resume in the first part of 2021. It is anticipated that amendments to the CCMC will be presented to the City Council during FY 21-22.*

- **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.

*Status: (a/o 03/29/2021) **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.*

- **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.

*Status: (a/o 03/29/2021) **Ongoing.** The Equity and Human Relations Advisory Committee (EHRAC) held its first meeting in July 2020, after members were appointed by City Council at the end of FY 19-20. The City Attorney's Office advised the EHRAC at its meetings as the EHRAC prepared a work plan over several months. The work plan was approved by City Council in January 2021. The City Attorney's Office will continue to advise and assist the EHRAC as it implements its work plan.*



# CITY ATTORNEY

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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Division

*Status: (a/o 03/29/2021) **Carry over.** Staff began meeting with the Civil Service Commission Subcommittee in January 2019. Several Rules have been reviewed and revisions have been drafted. The project was put on hold until the role of the Civil Service Commission was determined, which has been delayed due to staff resources being devoted to the pandemic and other immediate issues. This item will be carried over to FY 21-22.*

- **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 03/29/2021) **Completed.** The Website Governance Policy was completed in July 2020.*

- **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.

*Status: (a/o 03/29/2021) **Completed.** The City Attorney's Office worked with (1) the City Manager's Office to create a web page with information regarding the Flavor Ban; (2) the Finance Department to update the Tobacco Retailer License application to facilitate the implementation and enforcement of the new restrictions; and (3) the Community Development Department – Enforcement Services Division to educate Tobacco Retailers regarding the new rules and respond to complaints of violations. The City Attorney's Office will continue to assist with enforcement efforts, as needed, as part of its day-to-day operations.*

- **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.

*Status: (a/o 03/29/2021) **Ongoing.** The City Attorney's Office has been assisting City staff with legal issues as they arise during the implementation of the ordinance, which includes contracting with the County for health inspections, the application and permit processing, as well as the permit renewal process. There are five permitted (non-storefront) cannabis businesses currently operating in the City, holding a total of nine permits (three of the businesses hold multiple permits, as permitted by law). No storefront retail permits have been issued, as this process is still ongoing. In addition, the City Attorney's Office is*



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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*managing one appeal filed in the Superior Court by one of the unsuccessful storefront applicants. The implementation of the Cannabis Ordinance will continue into FY 21-22, as additional businesses obtain permits to operate in the City.*

- **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.

*Status: (a/o 03/29/2021) **Ongoing and Carry Over.** Continue to assist the City Manager's Office, as needed, with monitoring the collection of transient occupancy taxes (TOT) from hosting platforms. The City continues to collect TOT through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent Rent Control and Tenant Protection Program. Now that the permanent Rent Control and Tenant Protection Program is in place, development of the short term residential regulations will resume in FY21/22.*

- **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.

*Status: (a/o 03/29/2021) **Partially Completed and Ongoing.** Permanent Rent Control and Tenant Protections Program were adopted by City Council in September 2020 and went into effect in October 2021. Staff has created many of the necessary guidelines and forms, such as for determining the annual permissible rent increase, for landlords to apply for rent adjustments, and the required rent control notice. A new rent control webpage is active and additional communications are planned in Spring 2021. Development of additional guidelines and forms are ongoing. Development of cost recovery fees will occur in Spring 2021 after approval of rent control related budget adjustments.*

- **Amendments to Polystyrene Ban:** Assist the Public Works Department with CCMC amendments to the existing polystyrene ban.

*Status: (a/o 03/29/2021) **In progress.** The Public Works Department presented a discussion of potential amendments to the City Council on March 8, 2021 and received direction to return with a proposed Ordinance. Our Office will assist staff with preparing an Ordinance consistent with the City Council's direction, which would be presented to City Council for consideration at a future City Council meeting.*





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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **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.

*Status: (a/o 03/29/2021) **Completed.** The City Attorney's Office assisted with the preparation of ordinances, resolutions and ballot measures during the period preceding the November 3, 2020 Election, and responded to a wide variety of legal issues and questions. The City Attorney also prepared impartial analyses for a public-initiated ballot measure and a City-initiated ballot measure (Measure RE). The City Attorney's Office has continued to work with the Finance Department and the City Manager's Office on the implementation of Measure RE, which was approved by the City's electorate.*

- **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.

*Status: (a/o 03/29/2021) **Ongoing.** The City Attorney's Office continues to advise staff on developing issues pertaining to unhoused persons living in Culver City. This item is ongoing and will be carried over to FY 21-22.*



# CITY ATTORNEY

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## FISCAL YEAR 2021/2022 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 will be held on June 24, 2021, during the last quarter of FY 20-21. It is anticipated our Office will be conducting a Public Records Act training and a claims and litigation training with Department liaisons.
- **Oil Drilling:** (1) Amortization Program for the IOF; (2) Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD) and related study groups, including Health Working Group and Health Assessment Steering Committee; (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, setbacks, etc.); and (5) Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations). (*Note: The Specific Plan project remains on hold and may be abandoned and superseded by the Amortization Program, if adopted.*) (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 21-22. (Joint Project with Administrative Services Department.)
- **Telecommunications Applications Processing:** Assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal time limitations. Monitor state and federal telecommunications law and regulations. (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.)



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## FISCAL YEAR 2021/2022 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 21-22. (Assist Community Development Department.)
- **LAX/FAA Overflights and FAA Regulations:** The City Attorney's Office will continue to advise and assist the LAX/FAA Ad Hoc Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Our Office will also work with the Subcommittee as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). Additionally, to the extent the lawsuit against the FAA related to the implementation of changes to three flight paths that impact the City remains unresolved, the City Attorney's Office will continue to manage the litigation in FY 21-22. City Attorney's Office will continue to assist where necessary with the Subcommittee's work through national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts.
- **Municipal Fiber Network:** Assist Information Technology Department as needed.
- **Ting Internet's Citywide Fiber Network Project:** Assist the City Manager's Office and the Information Technology and Public Works Departments with the 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 (Assist the Administrative Services Department – Cultural Affairs Division).



# CITY ATTORNEY

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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- **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.)
- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Landlord Tenant Mediation Board - Implementation of CCMC Chapter 15.09; 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); interpretation and implementation of Rent Control and Tenant Protection Ordinances; and interpretation and implementation of SB91. (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, including working on any Emergency Plan components, such as the Debris Management Plan. (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 FY 21-22.
- **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.
- **Equity Projects:** Continue to advise and assist the City Council Equity Ad Hoc Subcommittee, Administrative Services, and the City Manager's Office with equity initiatives in the City, including the implementation of the Racial and Equity Action Plan (REAP), and continue to advise the Equity and Human Relations Advisory Committee (EHRAC).



# CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Division to revise and update various Civil Service Rules; on hold until staff discusses various issues with the bargaining groups and the role of the Civil Service Commission is determined.
- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office will continue 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 for storefront retail establishments, permit applications and renewals for the non-retail businesses, and any enforcement issues that may arise.
- **Short-Term Rental Ordinance:** Assist the City Manager's Office and Community Development Department 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. If needed, assist with the issuance of an RFP for a consultant to assist with permitting, monitoring and enforcement.
- **Rent Control and Tenant Protection Program:** Assist the City Manager's Office and the Housing Division with the implementation and operation of the City's permanent Rent Control and Tenant Protection Program, including the development of guidelines, procedures and forms; and the development of the residential rental registration process and collection of a residential rental fee, if approved by City Council.
- **Amendments to Polystyrene Ban:** Assist the Public Works Department with CCMC amendments to the existing polystyrene ban.
- **City Manager's Working Group on Homelessness:** The City Attorney's Office will continue to 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.
- **COVID-19 Local Emergency:** During the pendency of the COVID-19 Local Emergency proclaimed in March 2020, the City Attorney's Office: (1) will continue to prepare Public Orders for the City Manager in his capacity as the Director of Emergency Services, advise the City Manager's office and City staff on legal matters pertaining to the implementation of the Public Orders, as well as work with staff on the reopening of City Hall when appropriate; (2) continue to review and assist with policies and procedures pertaining to COVID-19 protocols in City facilities and for City employees; (3) continue to work with the Economic Recovery Task Force (ERTF) as the community addresses the wide-ranging effects of COVID-19 on the City's businesses; and (4) work jointly with the Community Development



# CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

Department – Economic Development Division to implement and enforce the Commercial Tenant Eviction Moratorium.

- **Park Regulations Update:** Assist the Parks, Recreation and Community Services Department with updates to CCMC Chapter 9.10, *Parks, Public Buildings and Property*.
- **Waste Regulations Updates:** Assist the Public Works Department with various CCMC amendments and other projects and issues relating to City's compliance with waste regulations, including, but not limited to, compliance with SB 1383.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

CITY ATTORNEY			101 GENERAL FUND		10113100 City Attorney		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
1,100,435	949,709	949,709	411100	Regular Salaries	951,498	1,789	0.2%
4,510	0	0	411200	Part-Time Salaries	0	0	0.0%
20,623	20,314	20,314	431000	Deferred Compensation	20,314	0	0.0%
56,300	53,394	53,394	432000	Social Security	55,059	1,665	3.1%
74,392	70,478	70,478	433000	Retirement - Employer	68,454	-2,024	-2.9%
152,097	158,437	158,437	433050	Retirement-Unfunded Liability	179,166	20,729	13.1%
26,066	42,704	42,704	434000	Workers Compensation	42,977	273	0.6%
16,519	78,923	78,923	435000	Group Insurance	80,845	1,922	2.4%
3,764	3,680	3,680	435400	Retiree Health Savings	3,680	0	0.0%
25,725	27,333	27,333	435500	Retiree Insurance	24,880	-2,453	-9.0%
411	398	398	436000	State Disability Insurance	482	84	21.1%
500	2,200	2,200	437000	Mgt Health Ben	2,200	0	0.0%
12,729	27,525	27,525	437500	Longevity Pay	27,525	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
3,144	5,705	5,705	438500	Cell Phone Allowance	5,705	0	0.0%
<b>1,501,749</b>	<b>1,445,300</b>	<b>1,445,300</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,467,285</b>	<b>21,985</b>	<b>1.5%</b>
4,092	4,363	4,363	512100	Office Expense	4,363	0	0.0%
1,262	1,060	1,060	512400	Communications	1,060	0	0.0%
961	1,959	1,959	514100	Departmental Special Supplies	1,959	0	0.0%
13,350	12,856	12,856	514400	Legal-Suplmt & Pocket Part	12,856	0	0.0%
5,544	4,500	3,584	516100	Training & Education	4,500	916	25.6%
0	500	500	516600	Special Events & Meetings	500	0	0.0%
2,816	2,225	3,141	516700	Memberships & Dues	2,225	-916	-29.2%
0	670	670	517100	Subscriptions	670	0	0.0%
0	210	210	517850	Employee Recognition Events	210	0	0.0%
256	370	370	600200	R&M - Equipment	370	0	0.0%
49,356	30,000	30,000	611200	Legal Services - Personnel Gri	140,000	110,000	366.7%
1,078,967	856,000	1,220,506	611300	Legal Services - Land Use	830,000	-390,506	-32.0%
197,542	394,516	394,516	611600	Legal Services - Miscellaneous	414,516	20,000	5.1%
16,618	13,737	13,737	650300	Liability Reserve Charge	14,725	988	7.2%
<b>1,370,764</b>	<b>1,322,966</b>	<b>1,687,472</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,427,954</b>	<b>-259,518</b>	<b>-15.4%</b>
<b>2,872,513</b>	<b>2,768,266</b>	<b>3,132,772</b>	<b>Division Total</b>		<b>2,895,239</b>	<b>-237,533</b>	<b>-7.6%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

CITY ATTORNEY			205 MUNICIPAL FIBER NETWORK FUND		20513400 City Attorney - Risk		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
150,000	150,000	150,000	619800	Other Contractual Services	158,000	8,000	5.3%
<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>158,000</b>	<b>8,000</b>	<b>5.3%</b>
<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>Division Total</b>		<b>158,000</b>	<b>8,000</b>	<b>5.3%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

CITY ATTORNEY			309		30913400		
			RISK MANAGEMENT FUND		City Attorney - Risk Mgt		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
198,238	191,989	191,989	411100	Regular Salaries	193,532	1,543	0.8%
3,507	3,606	3,606	431000	Deferred Compensation	3,606	0	0.0%
9,827	9,900	9,900	432000	Social Security	10,129	229	2.3%
13,063	13,072	13,072	433000	Retirement - Employer	11,628	-1,444	-11.0%
28,309	29,383	29,383	433050	Retirement-Unfunded Liability	33,238	3,855	13.1%
4,822	9,066	9,066	434000	Workers Compensation	9,132	66	0.7%
832	870	870	435400	Retiree Health Savings	870	0	0.0%
206	229	229	436000	State Disability Insurance	270	41	17.9%
0	1,125	1,125	438000	Auto Allowance	0	-1,125	-100.0%
0	0	0	438500	Cell Phone Allowance	1,125	1,125	0.0%
<b>258,804</b>	<b>259,240</b>	<b>259,240</b>	<b>Total</b>	<b>Personnel Services</b>	<b>263,530</b>	<b>4,290</b>	<b>1.7%</b>
114,884	125,000	125,000	619800	Other Contractual Services	200,000	75,000	60.0%
3,074	2,916	2,916	650300	Liability Reserve Charge	3,129	213	7.3%
1,221,804	1,000,000	1,000,000	660100	Liability Insurance Claims	1,500,000	500,000	50.0%
<b>1,339,763</b>	<b>1,127,916</b>	<b>1,127,916</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,703,129</b>	<b>575,213</b>	<b>51.0%</b>
<b>1,598,567</b>	<b>1,387,156</b>	<b>1,387,156</b>	<b>Division Total</b>		<b>1,966,659</b>	<b>579,503</b>	<b>41.8%</b>

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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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>101 – GENERAL FUND</b>						
14100	Finance Administration	1,489,093	1,573,198	1,426,129	-147,069	-9.3%
14200	General Accounting	864,352	931,095	1,044,777	113,682	12.2%
14300	Budget & Accounting Operations	1,008,855	1,167,099	1,400,676	233,577	20.0%
14400	Treasury	1,036,962	1,262,781	1,454,163	191,382	15.2%
14500	Purchasing	796,163	816,918	804,029	-12,889	-1.6%
	<b>Fund Total</b>	<b>5,195,426</b>	<b>5,751,091</b>	<b>6,129,774</b>	<b>378,683</b>	<b>6.6%</b>
<b>202 - REFUSE DISPOSAL FUND</b>						
14500	Purchasing	60,382	60,843	63,281	2,438	4.0%
	<b>Fund Total</b>	<b>60,382</b>	<b>60,843</b>	<b>63,281</b>	<b>2,438</b>	<b>4.0%</b>
<b>203 - TRANSPORTATION FUND</b>						
14500	Purchasing	254,090	242,670	234,711	-7,959	-3.3%
	<b>Fund Total</b>	<b>254,090</b>	<b>242,670</b>	<b>234,711</b>	<b>-7,959</b>	<b>-3.3%</b>
<b>310 - CENTRAL STORES</b>						
14600	Central Stores	1,250,961	1,534,200	1,525,000	-9,200	-0.6%
	<b>Fund Total</b>	<b>1,250,961</b>	<b>1,534,200</b>	<b>1,525,000</b>	<b>-9,200</b>	<b>-0.6%</b>
<b>436 - BSCC - YOUTH REINVESTMENT GRANT</b>						
14100	BSCC - Youth Reinvestment Prog	139,423	205,086	210,756	5,670	2.8%
	<b>Fund Total</b>	<b>139,423</b>	<b>205,086</b>	<b>210,756</b>	<b>5,670</b>	<b>2.8%</b>
<b>Department Total</b>		<b>\$6,900,282</b>	<b>\$7,793,890</b>	<b>\$8,163,522</b>	<b>\$369,632</b>	<b>4.7%</b>



# FINANCE

**RESP. MGR.: ONYX JONES**

REVENUE SUMMARY	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Committee on Permits & License	14,095	15,000	5,000	-10,000	-66.7%
Youth Reinvestment Program	254,338	205,086	254,338	49,252	24.0%
Stores Charges	1,261,460	1,565,000	1,565,000	0	0.0%
BID-Admin Fee	6,752	4,520	6,750	2,230	49.3%
Miscellaneous Revenue	3,107	0	0	0	0.0%
Unidentified Revenue	435	0	0	0	0.0%
General Revenues	5,360,094	6,004,284	6,332,434	328,150	5.5%

<b>Department Total</b>	<b>\$6,900,282</b>	<b>\$7,793,890</b>	<b>\$8,163,522</b>	<b>\$369,632</b>	<b>4.7%</b>
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REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10114100 Finance Administration</u>					
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	2.00	2.00	2.00	0.00	0.0%
Sr. Management Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	4.50	4.50	4.50	0.00	0.0%
<u>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	2.00	2.00	2.00	0.00	0.0%
Division Total	6.00	6.00	6.00	0.00	0.0%
<u>10114300 Budget &amp; 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 Supervisor *	0.00	0.00	1.00	1.00	100.0%
Payroll Technician	1.00	1.00	1.00	0.00	0.0%
Senior Account Clerk	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	7.00	7.00	8.00	1.00	14.3%



# FINANCE

**RESP. MGR.: ONYX JONES**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10114400 Treasury</u>					
Account Clerk/RPT	0.98	0.98	0.98	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	1.00	1.00	1.00	0.00	0.0%
Senior Account Clerk	5.00	5.00	5.00	0.00	0.0%
Division Total	9.98	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%
<b>Total Positions</b>	<b>35.48</b>	<b>35.48</b>	<b>36.48</b>	<b>1.00</b>	<b>2.8%</b>

# Vacant position frozen, no appropriation included for Fiscal Year 2021/2022: Warehouse Supervisor (1).

\* Addition of one (1) Payroll Supervisor position.



# FINANCE

RESP. MGR.: ONYX JONES

## 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.

**Status: In-progress**

*The development of the Citywide User Fee Study and the review of Development Impact Fees is currently in progress. This project was delayed due to COVID-19. Finance staff will continue to work with consultants during the next fiscal year as the City's fee structure will be continually assessed for proper valuation in conformity with the associated program expenditure obligations and expense recoupment efforts.*

### DEPARTMENTAL INITIATIVES

#### Policy Project Development – Part II of Internal Audit Function

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

**Status: In-progress**

*It is anticipated that the following policies and procedures will be finalized by June 2020: Internal Controls Audit Framework, Accounts Payable, Purchasing Purchase Card and Reimbursement, Grants Management and Cash Handling. There are no recommended changes to the Debt Management and Investment Policy.*

*Staff has also implemented about 70% of the internal control recommendation from Moss Adams. Recommendations that require software changes or implementation of new software modules will continue to be worked on into FY 2021/2022.*

#### Enhanced Fraud, Waste Abuse Program

- The hotline for reporting Fraud, Waste and Abuse (FWA) 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.

**Status: In-progress**

*Finance has drafted a Fraud, Waste and Abuse policy to provide guidance on fraud prevention, the monitoring of the FWA hotline complaints and investigations. The final version of the policy will be presented to the Policy Committee in March 2021 and then*



# FINANCE

RESP. MGR.: ONYX JONES

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*forwarded to City Council for review and approval. Staff has also created quarterly FWA reports that provide the status of complaints received from the FWA hotline and any updates regarding the fraud prevention program. The final phase of this project will be to educate City Staff and residents about the FWA Hotline.*

### Implement New Purchase Card Process (P-Card)

- 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.

#### **Status: In-progress**

*Finance staff has initiated the process of transitioning the City's P-card services by completing implementation training from the new vendor and the establishment of new system-wide set-up with enhanced security controls. The next phase of this project will be to finalize the integration of the Vendor's system to the City's general ledger system and to conduct a City-wide rollout of user-training.*

### 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.

#### **Status: Complete**

*Staff has been working with Urban Futures, Inc. (UFI), an outside consulting firm, in further developing an updated Ten-year Financial Forecast program. The financial forecast has been refined to enable Finance staff the ability to update the program quickly with current financial data, streamline entry for new business development and cannabis scenarios, a new dashboard to easily forecast economic recession scenarios, assist staff in projecting the breakeven point to meet all city service levels and required infrastructure improvements, and it creates graphs and charts for presentations/documents.*

### 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.

#### **Status: On-hold**

*The TOT audit program was put on the hold due to impact of the COVID-19. The hotel industries were largely affected by the pandemic, many hotels had to close their doors and*



# FINANCE

RESP. MGR.: ONYX JONES

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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*other hotels operated below their normal capacity levels. Finance staff did not want to put additional burdens on the hotel owners, this audit program will be revisited in FY 2021/2022.*

### 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.

#### **Status: In-progress**

*The Investment committee met and discussed the annual performance of City's investment portfolios with the Investment Advisors. The Investment Committee reviewed the various options for changes in policy presented by the staff and Investment advisors and decided to continue with the current Investment policy and the current investment portfolio allocation. The final phase of this objective is to submit the Investment Policy to CMTA for their certification program.*

## FISCAL YEAR 2021/2022 WORK PLANS

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### 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.

#### Full roll-out of Measure RE and audit program

- Culver City residents approved the amendments to the collection rate of Real Property Transfer Tax in November 2020 elections. The new Measure RE will be in effect from April 1, 2021. The City will be rolling out the new process of collecting additional tax under Measure RE and audit program for this revenue type during FY 2021/2022.

#### Conduct Transient Occupancy Tax (TOT) Audit Program and work with the Finance Advisory Committee (FAC) to determine ways to recover TOT revenues

- 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.
- Staff will work with the FAC members and the City Attorney to look at potential revenue sources to recover lost TOT revenues as a result of the Corporate Housing program.





# FINANCE

RESP. MGR.: ONYX JONES

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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### DEPARTMENTAL INITIATIVES

#### Policy Project Development – Part II of Internal Audit Function

- Staff will continue to update policies and procedures on a regular basis as recommended by Moss Adams.
- Finalize the implementation of the remaining Moss Adams internal control recommendations, including recommendations that require software changes or implementation of new software modules.

#### Budget Program Updates/Processes

- Continue roll-out of the Central Budget Program to assist City Departments and Divisions with developing their annual budget submittals, along with streamlining review capabilities during the fiscal year.
- Work with City Departments and Divisions in developing material to meet new criteria requirements for the Government Finance Officers Association (GFOA) award program. Items will include Performance Measures and Department organizational charts.
- Continued implementation of system enhancements to further reduce paper processes and improve overall City efficiencies, which will include deployment/upgrades to modules such as Personnel Actions, Employee Expense, and Accounts Payable programs within the City's financial enterprise resource planning (ERP) software.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			101 GENERAL FUND		10114100 Finance Administration		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
671,244	656,903	656,903	411100	Regular Salaries	657,643	740	0.1%
17,894	17,420	17,420	431000	Deferred Compensation	17,420	0	0.0%
45,658	41,780	41,780	432000	Social Security	41,887	107	0.3%
42,959	46,474	46,474	433000	Retirement - Employer	41,312	-5,162	-11.1%
85,759	104,476	104,476	433050	Retirement-Unfunded Liability	118,089	13,613	13.0%
19,608	38,881	38,881	434000	Workers Compensation	39,618	737	1.9%
62,020	61,862	61,862	435000	Group Insurance	65,370	3,508	5.7%
3,022	2,925	2,925	435400	Retiree Health Savings	2,925	0	0.0%
32,915	34,230	34,230	435500	Retiree Insurance	34,530	300	0.9%
121	190	190	436000	State Disability Insurance	221	31	16.3%
2,077	2,000	2,000	437000	Mgt Health Ben	2,000	0	0.0%
1,995	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
4,767	4,485	4,485	438500	Cell Phone Allowance	4,485	0	0.0%
<b>994,574</b>	<b>1,018,226</b>	<b>1,018,226</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,032,100</b>	<b>13,874</b>	<b>1.4%</b>
2,176	3,500	3,500	512100	Office Expense	3,500	0	0.0%
664	880	880	512400	Communications	880	0	0.0%
4,133	2,000	2,000	514100	Departmental Special Supplies	2,000	0	0.0%
298	0	0	516100	Training & Education	0	0	0.0%
1,315	0	0	516500	Conferences & Conventions	0	0	0.0%
1,235	1,500	1,500	516700	Memberships & Dues	1,500	0	0.0%
3,170	2,500	2,500	517000	City Commission Expenses	2,500	0	0.0%
0	1,065	1,065	517850	Employee Recognition Events	1,065	0	0.0%
0	110	110	518300	Auto Mileage Reimbursement	110	0	0.0%
155,213	121,250	131,482	610100	Audit Services	121,250	-10,232	-7.8%
74,518	136,480	137,812	619100	Fiscal Services	136,480	-1,332	-1.0%
10,176	50,000	60,000	619700	Micrographic Services	50,000	-10,000	-16.7%
229,122	61,170	201,616	619800	Other Contractual Services	61,170	-140,446	-69.7%
12,501	12,507	12,507	650300	Liability Reserve Charge	13,574	1,067	8.5%
<b>494,520</b>	<b>392,962</b>	<b>554,972</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>394,029</b>	<b>-160,943</b>	<b>-29.0%</b>
<b>1,489,093</b>	<b>1,411,188</b>	<b>1,573,198</b>	<b>Division Total</b>		<b>1,426,129</b>	<b>-147,069</b>	<b>-9.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			101 GENERAL FUND		10114200 General Accounting		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
536,753	522,204	559,404	411100	Regular Salaries	610,677	51,273	9.2%
0	4,025	4,025	411310	Overtime-Regular	4,025	0	0.0%
8,597	8,840	8,840	431000	Deferred Compensation	17,160	8,320	94.1%
41,068	38,940	38,940	432000	Social Security	48,068	9,128	23.4%
40,643	38,746	38,746	433000	Retirement - Employer	40,750	2,004	5.2%
78,737	101,923	101,923	433050	Retirement-Unfunded Liability	116,482	14,559	14.3%
17,156	30,320	30,320	434000	Workers Compensation	31,532	1,212	4.0%
54,206	67,298	67,298	435000	Group Insurance	89,045	21,747	32.3%
3,275	3,250	3,250	435400	Retiree Health Savings	3,900	650	20.0%
42,981	44,762	44,762	435500	Retiree Insurance	44,710	-52	-0.1%
1,789	1,229	1,229	436000	State Disability Insurance	1,490	261	21.2%
500	1,000	1,000	437000	Mgt Health Ben	1,500	500	50.0%
11,564	12,000	12,000	437500	Longevity Pay	14,400	2,400	20.0%
983	1,945	1,945	438500	Cell Phone Allowance	2,925	980	50.4%
<b>838,252</b>	<b>876,482</b>	<b>913,682</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,026,664</b>	<b>112,982</b>	<b>12.4%</b>
1,986	1,800	1,800	512100	Office Expense	1,800	0	0.0%
0	500	500	512200	Printing and Binding	500	0	0.0%
123	100	100	512400	Communications	100	0	0.0%
2,340	2,000	1,500	514100	Departmental Special Supplies	2,000	500	33.3%
0	0	500	516100	Training & Education	0	-500	-100.0%
85	0	0	516500	Conferences & Conventions	0	0	0.0%
110	260	260	516700	Memberships & Dues	260	0	0.0%
10,519	3,000	3,000	619800	Other Contractual Services	2,650	-350	-11.7%
10,938	9,753	9,753	650300	Liability Reserve Charge	10,803	1,050	10.8%
<b>26,100</b>	<b>17,413</b>	<b>17,413</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>18,113</b>	<b>700</b>	<b>4.0%</b>
<b>864,352</b>	<b>893,895</b>	<b>931,095</b>	<b>Division Total</b>		<b>1,044,777</b>	<b>113,682</b>	<b>12.2%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			101 GENERAL FUND		10114300 Budget & Accounting Operations		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
616,120	707,508	707,508	411100	Regular Salaries	846,396	138,888	19.6%
13	4,025	4,025	411310	Overtime-Regular	4,025	0	0.0%
14,672	14,560	14,560	431000	Deferred Compensation	22,880	8,320	57.1%
42,620	47,925	47,925	432000	Social Security	60,071	12,146	25.3%
45,971	45,573	45,573	433000	Retirement - Employer	54,904	9,331	20.5%
87,953	116,639	116,639	433050	Retirement-Unfunded Liability	137,575	20,936	17.9%
19,299	30,875	30,875	434000	Workers Compensation	41,311	10,436	33.8%
86,348	98,227	98,227	435000	Group Insurance	121,730	23,503	23.9%
3,948	4,550	4,550	435400	Retiree Health Savings	5,200	650	14.3%
42,393	43,729	43,729	435500	Retiree Insurance	45,600	1,871	4.3%
1,470	1,331	1,331	436000	State Disability Insurance	1,730	399	30.0%
1,000	1,500	1,500	437000	Mgt Health Ben	2,000	500	33.3%
24,188	24,000	24,000	437500	Longevity Pay	26,400	2,400	10.0%
1,991	2,925	2,925	438500	Cell Phone Allowance	3,900	975	33.3%
<b>987,985</b>	<b>1,143,367</b>	<b>1,143,367</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,373,722</b>	<b>230,355</b>	<b>20.1%</b>
4,349	10,500	11,156	512100	Office Expense	10,500	-656	-5.9%
361	300	300	512400	Communications	300	0	0.0%
2,449	1,250	1,250	514100	Departmental Special Supplies	1,250	0	0.0%
672	0	0	516100	Training & Education	0	0	0.0%
355	750	750	516700	Memberships & Dues	750	0	0.0%
12,304	9,932	9,932	650300	Liability Reserve Charge	14,154	4,222	42.5%
<b>20,490</b>	<b>22,732</b>	<b>23,388</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>26,954</b>	<b>3,566</b>	<b>15.2%</b>
0	0	344	732160	IT Equipment - Software	0	-344	-100.0%
380	0	0	740100	Furniture & Furnishings	0	0	0.0%
<b>380</b>	<b>0</b>	<b>344</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-344</b>	<b>-100.0%</b>
<b>1,008,855</b>	<b>1,166,099</b>	<b>1,167,099</b>	<b>Division Total</b>		<b>1,400,676</b>	<b>233,577</b>	<b>20.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			101	10114400			
			GENERAL FUND	Treasury			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
470,567	539,592	618,152	411100	Regular Salaries	706,241	88,089	14.3%
304	4,840	4,840	411310	Overtime-Regular	4,840	0	0.0%
10,015	10,140	10,140	431000	Deferred Compensation	18,460	8,320	82.1%
35,433	36,388	36,388	432000	Social Security	55,808	19,420	53.4%
32,624	37,021	37,021	433000	Retirement - Employer	47,077	10,056	27.2%
112,797	116,084	116,084	433050	Retirement-Unfunded Liability	134,568	18,484	15.9%
28,166	40,488	40,488	434000	Workers Compensation	31,740	-8,748	-21.6%
102,186	114,046	114,046	435000	Group Insurance	160,975	46,929	41.1%
4,483	5,186	5,186	435400	Retiree Health Savings	6,500	1,314	25.3%
92,117	94,977	94,977	435500	Retiree Insurance	97,780	2,803	3.0%
1,836	2,195	2,195	436000	State Disability Insurance	2,735	540	24.6%
1,000	0	0	437000	Mgt Health Ben	1,000	1,000	0.0%
2,555	2,100	2,100	437500	Longevity Pay	5,400	3,300	157.1%
150	0	0	438500	Cell Phone Allowance	1,950	1,950	0.0%
0	225	225	440000	Uniform Allowance	0	-225	-100.0%
<b>894,234</b>	<b>1,003,282</b>	<b>1,081,842</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,275,074</b>	<b>193,232</b>	<b>17.9%</b>
10,422	11,000	11,000	512100	Office Expense	11,000	0	0.0%
1,500	1,260	1,260	512400	Communications	1,260	0	0.0%
3,602	2,000	2,000	514100	Departmental Special Supplies	2,000	0	0.0%
95	600	600	516700	Memberships & Dues	600	0	0.0%
512	5,500	5,500	600200	R&M - Equipment	5,500	0	0.0%
3,191	2,305	2,305	600800	Equip Maint Expenses	2,532	227	9.8%
72	0	0	605400	Amortization of Equipment	72	72	0.0%
91,573	95,000	95,000	610100	Audit Services	95,000	0	0.0%
13,805	50,250	50,250	619800	Other Contractual Services	50,250	0	0.0%
17,957	13,024	13,024	650300	Liability Reserve Charge	10,875	-2,149	-16.5%
<b>142,728</b>	<b>180,939</b>	<b>180,939</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>179,089</b>	<b>-1,850</b>	<b>-1.0%</b>
<b>1,036,962</b>	<b>1,184,221</b>	<b>1,262,781</b>	<b>Division Total</b>		<b>1,454,163</b>	<b>191,382</b>	<b>15.2%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			101 GENERAL FUND		10114500 Purchasing		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
406,651	410,067	402,418	411100	Regular Salaries	412,116	9,698	2.4%
0	12,013	12,013	411200	Part-Time Salaries	12,013	0	0.0%
10,989	4,570	4,570	411310	Overtime-Regular	4,570	0	0.0%
5,190	0	12,929	411700	Contract Labor	0	-12,929	-100.0%
8,908	8,840	8,840	431000	Deferred Compensation	7,280	-1,560	-17.6%
31,903	29,942	29,942	432000	Social Security	28,936	-1,006	-3.4%
31,989	31,001	31,001	433000	Retirement - Employer	26,726	-4,275	-13.8%
76,583	79,675	79,675	433050	Retirement-Unfunded Liability	76,395	-3,280	-4.1%
15,324	25,156	25,156	434000	Workers Compensation	25,920	764	3.0%
49,326	50,297	50,297	435000	Group Insurance	40,840	-9,457	-18.8%
2,633	2,600	2,600	435400	Retiree Health Savings	2,600	0	0.0%
33,955	34,632	34,632	435500	Retiree Insurance	48,970	14,338	41.4%
1,319	1,213	1,213	436000	State Disability Insurance	1,347	134	11.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
16,768	16,500	16,500	437500	Longevity Pay	9,300	-7,200	-43.6%
995	975	975	438500	Cell Phone Allowance	975	0	0.0%
<b>693,032</b>	<b>707,981</b>	<b>713,261</b>	<b>Total</b>	<b>Personnel Services</b>	<b>698,488</b>	<b>-14,773</b>	<b>-2.1%</b>
496	1,000	1,000	512100	Office Expense	1,500	500	50.0%
2,838	2,380	2,380	512400	Communications	2,380	0	0.0%
5,786	6,000	3,500	514100	Departmental Special Supplies	4,000	500	14.3%
29	0	500	516100	Training & Education	0	-500	-100.0%
90	700	700	516700	Memberships & Dues	700	0	0.0%
0	3,000	5,500	550110	Uniforms	4,500	-1,000	-18.2%
4,029	2,500	2,500	600200	R&M - Equipment	2,500	0	0.0%
12,454	7,249	7,249	600800	Equip Maint Expenses	7,441	192	2.6%
2,278	0	0	605400	Amortization of Equipment	2,278	2,278	0.0%
65,361	65,361	65,361	605500	Rental of Building	65,361	0	0.0%
0	6,000	5,500	619800	Other Contractual Services	6,000	500	9.1%
9,770	8,092	8,092	650300	Liability Reserve Charge	8,881	789	9.8%
<b>103,131</b>	<b>102,282</b>	<b>102,282</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>105,541</b>	<b>3,259</b>	<b>3.2%</b>
0	0	1,375	740100	Furniture & Furnishings	0	-1,375	-100.0%
<b>0</b>	<b>0</b>	<b>1,375</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-1,375</b>	<b>-100.0%</b>
<b>796,163</b>	<b>810,263</b>	<b>816,918</b>	<b>Division Total</b>		<b>804,029</b>	<b>-12,889</b>	<b>-1.6%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			202		20214500		
			REFUSE DISPOSAL FUND		Purchasing		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
44,260	43,618	43,618	411100	Regular Salaries	44,703	1,085	2.5%
958	982	982	431000	Deferred Compensation	982	0	0.0%
3,197	3,100	3,100	432000	Social Security	3,167	67	2.2%
2,878	2,874	2,874	433000	Retirement - Employer	2,611	-263	-9.2%
5,999	6,466	6,466	433050	Retirement-Unfunded Liability	7,463	997	15.4%
1,538	2,440	2,440	434000	Workers Compensation	2,789	349	14.3%
399	409	409	435400	Retiree Health Savings	409	0	0.0%
173	169	169	436000	State Disability Insurance	201	32	18.9%
<b>59,402</b>	<b>60,058</b>	<b>60,058</b>	<b>Total</b>	<b>Personnel Services</b>	<b>62,325</b>	<b>2,267</b>	<b>3.8%</b>
980	785	785	650300	Liability Reserve Charge	956	171	21.8%
<b>980</b>	<b>785</b>	<b>785</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>956</b>	<b>171</b>	<b>21.8%</b>
<b>60,382</b>	<b>60,843</b>	<b>60,843</b>	<b>Division Total</b>		<b>63,281</b>	<b>2,438</b>	<b>4.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			203 MUNICIPAL BUS LINES FUND		20314500 Purchasing		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
154,971	147,115	147,115	411100	Regular Salaries	143,594	-3,521	-2.4%
10,748	0	0	411310	Overtime-Regular	0	0	0.0%
2,186	2,138	2,138	431000	Deferred Compensation	3,698	1,560	73.0%
12,814	11,427	11,427	432000	Social Security	11,729	302	2.6%
10,908	11,278	11,278	433000	Retirement - Employer	9,417	-1,861	-16.5%
23,136	25,363	25,363	433050	Retirement-Unfunded Liability	26,918	1,555	6.1%
5,127	8,144	8,144	434000	Workers Compensation	9,273	1,129	13.9%
24,066	26,683	26,683	435000	Group Insurance	20,420	-6,263	-23.5%
1,473	1,541	1,541	435400	Retiree Health Savings	1,541	0	0.0%
200	0	0	435500	Retiree Insurance	4,210	4,210	0.0%
766	661	661	436000	State Disability Insurance	734	73	11.0%
4,426	5,700	5,700	437500	Longevity Pay	0	-5,700	-100.0%
<b>250,822</b>	<b>240,050</b>	<b>240,050</b>	<b>Total</b>	<b>Personnel Services</b>	<b>231,534</b>	<b>-8,516</b>	<b>-3.5%</b>
3,268	2,620	2,620	650300	Liability Reserve Charge	3,177	557	21.3%
<b>3,268</b>	<b>2,620</b>	<b>2,620</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>3,177</b>	<b>557</b>	<b>21.3%</b>
<b>254,090</b>	<b>242,670</b>	<b>242,670</b>	<b>Division Total</b>		<b>234,711</b>	<b>-7,959</b>	<b>-3.3%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			310		31014600		
			CENTRAL STORES FUND		Central Stores		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
1,250,961	1,525,000	1,534,200	600900	Central Stores	1,525,000	-9,200	-0.6%
<b>1,250,961</b>	<b>1,525,000</b>	<b>1,534,200</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,525,000</b>	<b>-9,200</b>	<b>-0.6%</b>
<b>1,250,961</b>	<b>1,525,000</b>	<b>1,534,200</b>	<b>Division Total</b>		<b>1,525,000</b>	<b>-9,200</b>	<b>-0.6%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			436		43614100		
			BOARD OF STATE&COMM CORRECTNS		BSCC - Youth Reinvestment Prog		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
3,557	0	0	514100	Departmental Special Supplies	0	0	0.0%
0	2,450	2,450	516100	Training & Education	2,500	50	2.0%
1,326	2,450	2,450	516500	Conferences & Conventions	2,500	50	2.0%
134,541	200,186	200,186	619800	Other Contractual Services	205,756	5,570	2.8%
<b>139,423</b>	<b>205,086</b>	<b>205,086</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>210,756</b>	<b>5,670</b>	<b>2.8%</b>
<b>139,423</b>	<b>205,086</b>	<b>205,086</b>	<b>Division Total</b>		<b>210,756</b>	<b>5,670</b>	<b>2.8%</b>



# 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>101 – GENERAL FUND</b>						
22100	Human Resources	1,573,948	1,701,977	1,786,668	84,691	5.0%
22300	City Clerk	716,931	801,292	694,620	-106,672	-13.3%
22400	Cultural Affairs-Art Fund	200,317	222,816	219,891	-2,925	-1.3%
<b>Fund Total</b>		<b>2,491,196</b>	<b>2,726,086</b>	<b>2,701,179</b>	<b>-24,907</b>	<b>-0.9%</b>
<b>309 - SELF INSURANCE FUND</b>						
16100	Non-Departmental	55,935	0	0	0	0.0%
22200	Risk Management	243,061	966,329	818,272	-148,057	-15.3%
22210	Employee Disability (IOD)	989,833	887,204	938,680	51,476	5.8%
22220	Premium/Claims	4,156,693	5,496,300	5,024,015	-472,285	-8.6%
<b>Fund Total</b>		<b>5,445,522</b>	<b>7,349,833</b>	<b>6,780,967</b>	<b>-568,866</b>	<b>-7.7%</b>
<b>413 – CULTURAL ARTS FUND</b>						
22400	Art Fund	463,805	1,684,286	577,906	-1,106,380	-65.7%
<b>Fund Total</b>		<b>463,805</b>	<b>1,684,286</b>	<b>577,906</b>	<b>-1,106,380</b>	<b>-65.7%</b>
<b>Department Total</b>		<b>\$8,400,523</b>	<b>\$11,760,205</b>	<b>\$10,060,052</b>	<b>-\$1,700,153</b>	<b>-14.5%</b>



# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Art in Public Places Fee	904,120	350,000	350,000	0	0.0%
Passport Processing Fee	43,820	0	0	0	0.0%
Workers Comp Reserve Fees	4,299,259	6,816,349	6,720,012	-96,337	-1.4%
Property Insurance Fees	0	626,743	626,743	0	0.0%
Interest Income	23,127	28,000	28,000	0	0.0%
Miscellaneous Revenue	184,690	0	0	0	0.0%
General Revenues	2,945,507	3,939,113	2,335,297	-1,603,816	-40.7%

<b>Department Total</b>	<b>\$8,400,523</b>	<b>\$ 11,760,205</b>	<b>\$ 10,060,052</b>	<b>-\$1,700,153</b>	<b>-14.5%</b>
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	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REGULAR POSITIONS</b>					
<u>10122100 Human Resources</u>					
Human Resources Analyst *	2.00	2.00	3.00	1.00	50.0%
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	1.00	1.00	1.00	0.00	0.0%
Human Resources Tech/Conf	2.50	2.50	2.50	0.00	0.0%
Division Total	8.25	8.25	9.25	1.00	12.1%
<u>30922200 Risk Management</u>					
Assistant City Manager	0.25	0.25	0.25	0.00	0.0%
Claims and Safety Coordinator **	1.00	1.00	0.00	-1.00	-100.0%
Claims and Safety Technician ***	1.00	1.00	0.00	-1.00	-100.0%
Human Resources Associate ***	0.00	0.00	1.00	1.00	100.0%
Risk Analyst **	0.00	0.00	1.00	1.00	100.0%
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	1.00	1.00	1.00	0.00	0.0%
Admin Clerk/RPT	0.88	0.88	0.88	0.00	0.0%
Management Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	3.88	3.88	3.88	0.00	0.0%



# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10122400 Cultural Affairs</u>					
Cultural Affairs Manager	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>					
Admin Clerk/RPT ^	0.88	0.88	0.00	-0.88	-100.0%
Public Art Coordinator ^	0.00	0.00	1.00	1.00	100.0%
Division Total	0.88	0.88	1.00	0.12	13.6%
<b>Total Positions</b>	<b>16.26</b>	<b>16.26</b>	<b>17.38</b>	<b>1.12</b>	<b>6.9%</b>

\* Addition of one (1) Human Resources Analyst position

\*\* Downgrade one (1) Claims and Safety Coordinator to Risk Analyst

\*\*\* Upgrade Claims and Safety Technician position to Human Resources Associate

^ Reclass Admin Clerk/RPT to Public Arts Coordinator



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS

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### ADMINISTRATION

- **Public Safety Review**

- Directed by the City Council to lead a comprehensive 90-day review to examine public safety resources and services, and to review and recommend changes to the Culver City Police Department's use of force policy.

*Status: Continuing. City Council reviewed reports and recommendations at its October 12, 2020 and January 25, 2021 meetings. Staff has been directed to work with the Ad Hoc Crisis Intervention Subcommittee to develop a Request for Proposal (RFP) to obtain a project manager to assist with the development of a mobile crisis intervention program.*

### CITY CLERK

- **Legislative and Advisory Body Support**

- Oversee City Council meetings and provide other support and guidance to staff that serve as secretaries to Commissions, Boards and Committees (CBC).

*Status: Continuing. In addition to routine training, advice and support to Council and CBC's, also developed and implemented protocols and training related to virtual meeting processes.*

- 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 21-22. (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 21-22. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but has resumed as of February 2021.)*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Provide and/or track mandated trainings for elected and appointed officials and City employees.

*Status: Complete and ongoing. AB1234 annual training completed in June 2020, will occur again at the end of June 2021; AB1661 annual training plan for elected and appointed officials is being developed jointly with the Human Resources Division.*

- Develop and distribute a Commission, Board, and Committee (CBC) Manual and Handbook to provide guidance to CBC members and candidates.

*Status: Completed. The manual and handbook are located on the City's website.*

- Oversee the annual CBC candidate recruitment outreach and selection process.

*Status: Complete and ongoing. Recruitment completed in June 2020; Special interim recruitment underway, anticipated to be completed in March 2021; Preparation for 2021 annual recruitment will occur April – June 2021. Applications have been made available year-round and staff is developing an outreach plan to increase awareness.*

- Develop and implement a process for a biannual written report-back to City Council on CBC activities.

*Status: In development but not implemented due to delays caused by Covid-19. Planning underway for implementation in FY 2021-22.*

- **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.

*Status: The November 3, 2020 Election was completed, and results were certified. Seating of new members is complete.*

- Work with LA County, providing outreach regarding Vote Centers/New Voting System.



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Complete and Ongoing. Coordinated with LA County to establish voting centers in Culver City for the General Election held in November 2020. Currently coordinating with LA County on the Senate District 30 Special Primary Election.*

- Conduct outreach to citizens and Culver City youth about the importance of voting.

*Status: Complete and ongoing.*

- **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.

*Status: Workflows and components WORM-Compliant records center were placed on hold for 2020-21 due to staff resources being devoted to emergency operations and pandemic-related issues.*

- **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.

*Status: Complete. The schedule has been updated and was adopted by City Council on February 8, 2021.*

- **Passport Services**

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

*Status: Passport Services were halted in March 2020 when City Hall was closed to the public. Without certification, Culver City is currently not in compliance and would require a new certification process and training period for new staff, when City Hall is open to the public once again.*

- **Public Records Act – Electronic Request/Processing System**

- Procure Electronic Request/Processing System for Public Records Requests (PRR) and provide training for Departmental staff PRR processes.





# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Funding for the new PRR system was removed during FY 20-21 budget reductions. Training for staff regarding the PRR process is ongoing.*

- **Electronic Filing System for FPPC Forms**

- Implement an online program for electronic filing of forms required by the Fair Political Practices Commission (FPPC).

*Status: Complete. Program has been implemented and was used by City Council candidates to provide electronic candidate filings during the November 2020 election. The Forms 700 for 87200 filers, as well as those staff listed in the City's Conflict of Interests Code, can now be filed electronically and are due no later than April 1, 2021. The biennial update of the Conflict of Interest Code will occur in Spring 2021.*

## CULTURAL AFFAIRS

- Coordinate and implement core division functions, including support of the Cultural Affairs Commission (CAC) and its various subcommittees in implementing Cultural Affairs programs and projects.

*Status: Ongoing. The CAC meets on average 10 times per year with a relatively small staff managing and coordinating all related activities and functions. To date, for FY 2020-2021, the CAC considered and approved three new permanent artwork concepts under the Art in Public Places Program, considered recommendations for grants for the 2021 Performing Arts Grant Program and reviewed the work for the past year of Alexey Steele, Culver City's Artist Laureate. The CAC has seven subcommittees, three of which have been very active and meet 1-2 times per month: Public Art, 2021 Performing Arts Grant Program, and Artist Laureate. Of these, the Public Art Subcommittee is a standing subcommittee that requires noticing and minutes in accordance with the Brown Act.*

- Participate and implement various initiatives of the Economic Recovery Task Force (ERTF) as it pertains to Cultural Affairs.

*Status: Ongoing. Cultural Affairs has coordinated closely with Economic Development staff and participated in the ERTF on a regular basis since the spring of 2020. Cultural Affairs has been involved in supporting and facilitating discussions of the Arts and Culture Working Group, in developing and presenting options for a positive community messaging program (potentially to include street light pole banners), implementation of a new Virtual Performing Arts Center on the City's website, and participating in a new pilot program involving temporary art in empty storefronts and businesses throughout the city.*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 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 (CCMC) Chapter 15.06 pertaining to the Art in Public Places Program.

*Status: Ongoing. Three new permanent artwork concepts were approved by the Cultural Affairs Commission (CAC) in conjunction with new development:*

- *Veronika Kelldorfer for Brick & Machine*
- *Alex Prager for 8888 Washington Blvd.*
- *Luna Ikuta for Haven (11924 Washington Blvd)*

*Staff continues to work with Hackman Capital Partners, Redcar Ltd., Hillside Memorial Park, and The Wende Museum on fulfillment of the Art in Public Places Program (APPP) requirement in conjunction with their projects as well as coordinate with Current Planning staff on new applications that trigger the APPP requirement. Several of the artworks approved by the CAC for Ivy Station have been installed while others are in fabrication. Entrada is moving forward with fabrication of an artwork by Rob Ley which was approved by the CAC in 2018.*

*In December 2020, a Request for Quote (RFQ) was released through Dyson & Womack for the Washington/National TOD Gateway public art with responses due in early March 2021. Staff and the CAC continue to emphasize diversifying artists represented in the permanent public art collection.*

*Completed a major restoration of Crossed Currents, an RFP for the maintenance of all City-owned sculptures, physical condition reports and photographs of entire public artworks under the APPP, both private and City-owned and a covenant for Bloom Dimension. Instigation of The Lion's Fountain sculpture addition and ground re-design, including RFP for contractor and amended contract for artist.*

*Began documentation for possible re-siting of King Kong Gone in the Hayden Tract and added new safety signage for Culver Current, Crossed Currents and The Lion's Fountain.*

*Updating the CCMC regarding the Art in Public Places Program was placed on hold due to resources being devoted to emergency operations and other pandemic-related issues. The project is anticipated to resume in FY 21-22*

- Continue to improve outreach and marketing efforts (e.g. updating public artworks on City website and promotion of Cultural Affairs programs).



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Ongoing. Staff completed a major website update during 2020. Pages were migrated and updated with a new, more engaging layout, additional photos and current information about programs and artworks. Service pages and forms were added for enhanced user interaction.*

*Enhanced information pertaining to public artworks and search capabilities were incorporated into the new website as well as mechanisms for easier public access to request Cultural Tour Books. Approximately 150 books have been mailed to requestors during the COVID-19 period, as previous dissemination avenues were not available.*

- Continue to implement the Historic Preservation Program in conjunction with new development projects. Review Historic Preservation Program and recommend updates as appropriate.

*Status: Ongoing. Staff worked closely with Current Planning staff and developers on preparation and implementation of findings of Historic Resource Evaluations for various projects, including 10858 Culver Blvd., 4080 Lafayette Pl., and 11469 Jefferson Blvd. Coordinating and monitoring improvements in conformance with the Secretary of the Interior's Standards for various historic sites, including The Culver Studios and the Citizen Building are ongoing.*

*Updates to the CCMC pertaining to the Historic Preservation Program have been delayed due to COVID-19 and the necessity to reallocate staff resources to various Economic Recovery Task Force efforts. Per Council direction and approval, staff anticipates returning to Council with an update and recommendations in FY 21-22.*

- Continue to implement and promote the Performing Arts Grant Program, including focus on increasing the number of applications and diversity of the applicants.

*Status: Ongoing. During 2020, Staff administered contracts and promoted performances on behalf of 16 grant recipients. As of March 2020, all performances were converted to online platforms and the existing contracts were extended and/or amended to accommodate COVID-19 precautions. Despite the challenges for all performing arts organizations, only one school-based group decided to cancel completely. The other 15 grant contracts were fulfilled with creative and inspiring virtual music, dance and theater events. Audiences continued to participate in these performances, and reactions were supportive and encouraging.*

*The grant guidelines and electronic application for 2021 were published on the City website in September 2020. 23 grant applications, including 7 from new applicants, were*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*received for the 2021 Performing Arts Grant Program. The online grant application was updated and simplified, and some guidelines were temporarily relaxed to encourage newer groups to apply. Promotion for online and in-person performances will continue from April to December 2021.*

- Host a Culver City Art Excursion Event during the Americans for the Arts Annual Convention in June 2021.

*Status: Closed. Event was canceled due to COVID-19.*

- Continue Cultural Venue Enhancement Projects.

*Status: Postponed. Projects planned to enhance Veterans Memorial Auditorium have been delayed due to COVID-19.*

- Continue the Artist Laureate Program including new public programming and activities.

*Status: Ongoing. With the onset of COVID-19, much of the public programming component shifted to online. Artist Laureate Alexey Steele responded in numerous ways to meet the needs of the Culver City community, emphasizing art as a vehicle for emergency relief and involved children, youth, and the elderly, as well as less-recognized and at-risk populations in his various projects during 2020.*

- Continue to work with CAC to present plans to City Council for short- and long-term Creative Economy engagement.

*Status: Completed. The final stakeholders meeting report was presented to the Cultural Affairs Commission in June 2020 and to City Council in August 2020 and is posted on the City's website. Short-term action steps were identified in the report and are incorporated in the Cultural Affairs Work Plan for FY 2021-2022. Long-term strategic actions (3-5 years) were also described in the report and will continue to serve as a guide for the Commission, Division and General Plan Update, where applicable.*

- Continue to partner with Community Development on the cultural and preservation elements of the General Plan Update (GPU).

*Status: Ongoing. Worked extensively with Advance Planning staff and various GPU consultants on completing review and updates to various Existing Condition Reports pertaining to Cultural Affairs. These included: Arts, Culture & Creative Economy, Historical and Cultural Resources, and Cultural Case Studies.*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Create a sustainable plan to maintain and increase funding and staff for Cultural Affairs Division, including supporting internship programs and other partnerships.

*Status: On hold due to limited opportunities to establish new internships and partnerships due to COVID-19.*

- 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.

*Status: Ongoing. Donations were received for 2021 Performing Arts Grant Program and to support the Artist Laureate Program. Culver City Arts Foundation reported on their budget and activities at the Cultural Affairs Commission meeting in July 2020 and to City Council in August 2020.*

### Human Resources

- **Administrative Policies**
  - Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office.

*Status: Administrative Policy review was placed on hold due to staff resources being reassigned to COVID-19 related issues throughout calendar year 2020. Policy development, administration and training has been focused on responding to the COVID-19 pandemic. The following policies and procedures have been implemented:*

- *Families First Coronavirus Response Act*
  - *Emergency Paid Sick Leave*
  - *Expanded Family Medical Leave Act*
- *COVID-19 Prevention Guide*
- *Re-Opening Plan*
- *Daily Infection Control Procedures*
- *Cleaning and Disinfecting Policies*
- *Physical Distancing Policy*
- *Customer Service Protocols*
- *Employee Health and Wellness*
- *Employee Testing and Return to Work*
- *Building Access and Public Appointment Portal*
- *Emergency Telecommuting Policy and Agreement*
- *Emergency Operations Center (EOC) Staff Reassignment*
- *AB 685 Notification to Employees and Labor Representatives*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Core Human Resources (HR) Functions**

- Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitment, testing and selection, administer protected leave programs, conduct and oversee personnel investigations and provide support to departments on employee performance management.

*Status: Ongoing. Throughout the year, HR representatives' coach, counsel, and advise employees and departments on various issues pertaining to relevant Memoranda of Understanding and city policies/procedures, including interpretation and applicability; staffing and reorganization options; performance management; employee benefits; and retirement issues.*

- **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.

*Status: Staff developed bylaws for the Equity and Human Relations Advisory Committee (EHRAC); provided support, technical advice and administrative assistance to new EHRAC members as well as assistance in developing and disseminating a community survey and creating a work plan; facilitated three equity-related community conversations with the City Council Ad Hoc Equity Subcommittee and a diversity, equity and inclusion training session to appointed officials.*

*A request for proposals (RFP) was developed and consultants interviewed for the development of the City's Racial Equity Action Plan (REAP). It is expected that the REAP will be presented to City Council for consideration and adoption in FY 21-22.*

*The EEO Plan update has been delayed and will be completed in FY 21-22.*

- **Labor Relations**

- 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.





# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: One-year successor agreements have been negotiated with Culver City Employees' Association and Culver City Management Group with terms ending on June 30, 2021; Culver City Firefighters' Association and Culver City Fire Management Group with terms ending on December 31, 2021; and with Culver City Police Management Group with a term ending on June 30, 2022. Continued discussions with the labor groups in relation to revisions to the Civil Service Rules and alternatives to the Civil Service Commission*

- **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.

*Status: On hold due to COVID-19.*

- **Succession Planning**

- Develop internal training, job shadowing and knowledge transfer program to address potential workforce gap.

*Status: On hold due to COVID-19.*

- **Training Program**

- Develop a comprehensive citywide training program to address skills gap and provide professional development to prepare for promotional opportunities.

*Status: Ongoing. Training sessions focused on policies related to COVID-19 and return to work protocols. Mandatory sexual harassment prevention training provided to employees and supervisors.*

## 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.

*Status: Ongoing. Promoted health and wellness benefits offered by the City through a customized video, printed publications and virtual training sessions. Also facilitated the purchase and placement of hand sanitizing stations at City facilities.*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Expand Departmental Employee Safety Recognition Incentive Programs.

*Status: On hold due to COVID-19.*

- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.

*Status: Ongoing. Developed and administered comprehensive return to work procedures related to COVID-19. Continued to facilitate and monitor mandatory Cal-OSHA training and ensure facilities are inspected on a regular basis. Updated the City's Injury Illness Prevention Plan (IIPP). Coordinated the following safety training sessions:*

- OSHA – Personal Protective Equipment
- Hearing Conservation
- Respiratory Protection
- Slips, Trips and Falls

- 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.*

- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.

*Status: Ongoing. No EFJA's have been updated in FY 20-21.*

- 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.

*Status: Ongoing. Risk Management and Department staff work together to ensure prompt reporting of claims. The early notification allows for timely delivery of benefits, better claims management, and reduction in litigation. 87 new claims have been opened to date in FY 20-21, and 42 of those already closed.*

- 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.





# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Ongoing. In regular communications with the Third-Party Administrator and legal counsel to strategize on claims settlement. A total of 8 cases have been settled in FY 20-21.*

- Implement and monitor the citywide Certificate of Insurance Program.

*Status: On hold due to COVID-19.*

- Oversee property valuations on all city owned property.

*Status: Complete.*

- Continue to manage EDD/unemployment/State Disability Insurance Claims

*Status: Ongoing management of claims. Due to increased benefits and the unavailability of work hours for certain staff due to site and program closures, staff has processed an unprecedented number of claims in FY 20-21.*

## FISCAL YEAR 2021/2022 WORK PLANS

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### CITY CLERK

- **Core City Clerk Functions**

- Continue to administer core City Clerk's Office functions such as providing access to public records, managing public inquiries and relationships, arranging for ceremonial and official functions, ensuring proper record-keeping of legislative actions and other documents, acting as compliance officer for state and local statutes and providing excellent customer service.

- **Legislative and Advisory Body Support**

- City Council Meetings and other CBC Body Support – Work with IT department to develop potential hybrid meeting attendance models to allow remote and in-person participation by the public post pandemic restrictions
- Review of Agenda format and related meeting documents and processes
- 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. (Joint Project with City Attorney's Office)



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Provide and/or track mandated trainings for elected and appointed officials and City employees.
- Oversee the annual recruitment and appointment process and implement an outreach plan to increase awareness of year-round opportunities to serve on a CBC
- Implement the process for a biannual written report-back to City Council on CBC activities.
- **Document Management System** (Joint Project with Information Technology Services Department and Konica Minolta)
  - Continue 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 2021-22 implementation is the completion of a WORM-compliant records center and automated workflow
- **Record Accessibility and Electronic Request/Processing System**
  - Continue training of new members on use of Electronic FPPC Form filing system, track and archive entered records.
  - Make City records more accessible through development of an online portal for searchable resolutions and ordinances.
  - Develop an electronic workflow for Public Records Request processes and provide training and support to staff and general public.
- **Records Retention and Destruction Schedule**
  - Continue to provide oversight and direction on the process for citywide records destruction.
- **Municipal Elections**
  - Provide off-election year outreach to citizens and Culver City youth about the importance of voting.
- **Succession Planning**
  - Provide training, job shadowing and knowledge transfer within City Clerk's Office to address potential workforce gaps.



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

### CULTURAL AFFAIRS

- Continue core division functions, including support of the Cultural Affairs Commission (CAC) and its various subcommittees in implementing Cultural Affairs programs and projects.
- Continue to participate and implement various initiatives of the Economic Recovery Task Force as pertain to Cultural Affairs, including a Virtual Performing Arts Center.
- Continue to implement the Art in Public Places Program, including commission of new artworks, development of new cultural facilities, 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 to improve outreach and marketing efforts (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 technological upgrades and focus on increasing the number of applications and diversity of the applicants.
- Continue the Artist Laureate Program including new public programming and activities.
- Continue to partner with Community Development Department on the cultural and preservation elements of the General Plan Update. Incorporate applicable goals identified in the Creative Economy engagement process.
- Continue partnership with Culver City Arts Foundation to raise additional funds and promote awareness of the City's cultural programming.

### Human Resources

- **Administrative Policies**
  - Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office.



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- **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 and advice to employees and departments on personnel-related matters.
- **Equity Programming and Support**
  - Update the City's Equal Employment Opportunity (EEO) Plan; Continue to 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. Continue to develop programming related to My Brother's Keeper and related initiatives adopted by City Council in the Local Action Plan.
- **Labor Relations**
  - Negotiate successor agreements with Culver City Employees Association (CCEA) and Culver City Management Group (CCMG) for Memoranda of Understanding (MOU's) expiring on June 30, 2021, Culver City Firefighters' Association and Culver City Fire Management Group with terms ending on December 31, 2021; and with Culver City Police Officers' Association and Police Management Group with MOU's expiring on June 30, 2022. Continue to engage with labor groups in relation to revisions to the Civil Service Rules and alternatives to the Civil Service Commission.
- **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.
- 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.



2021/2022  
PROPOSED BUDGET

# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- 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.
- 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.
- Continue to manage EDD/Unemployment/State Disability Insurance Claims.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATIVE SERVICES			101	10122100			
			GENERAL FUND	Human Resources			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
925,048	915,017	920,017	411100	Regular Salaries	1,039,567	119,550	13.0%
24,028	39,802	39,802	411200	Part-Time Salaries	35,298	-4,504	-11.3%
696	0	0	411310	Overtime-Regular	0	0	0.0%
2,030	0	0	411700	Contract Labor	0	0	0.0%
22,260	22,714	22,714	431000	Deferred Compensation	26,780	4,066	17.9%
62,015	60,820	60,820	432000	Social Security	73,563	12,743	21.0%
69,232	68,747	68,747	433000	Retirement - Employer	68,683	-64	-0.1%
115,496	151,675	151,675	433050	Retirement-Unfunded Liability	185,160	33,485	22.1%
16,819	34,422	34,422	434000	Workers Compensation	36,025	1,603	4.7%
96,994	103,661	103,661	435000	Group Insurance	135,195	31,534	30.4%
5,325	5,401	5,401	435400	Retiree Health Savings	6,012	611	11.3%
18,596	19,795	19,795	435500	Retiree Insurance	17,980	-1,815	-9.2%
1,705	1,607	1,607	436000	State Disability Insurance	1,964	357	22.2%
1,442	1,500	1,500	437000	Mgt Health Ben	2,000	500	33.3%
12,094	12,000	12,000	437500	Longevity Pay	12,000	0	0.0%
3,779	2,925	2,925	438500	Cell Phone Allowance	6,500	3,575	122.2%
<b>1,377,559</b>	<b>1,440,086</b>	<b>1,445,086</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,646,727</b>	<b>201,641</b>	<b>14.0%</b>
5,248	3,000	3,000	512100	Office Expense	3,000	0	0.0%
1,623	1,360	1,360	512400	Communications	1,360	0	0.0%
6,035	5,710	26,955	514100	Departmental Special Supplies	11,710	-15,245	-56.6%
6,719	6,000	6,000	516100	Training & Education	8,400	2,400	40.0%
5,987	0	0	516500	Conferences & Conventions	0	0	0.0%
18,666	0	0	516600	Special Events & Meetings	0	0	0.0%
1,263	1,000	1,000	516700	Memberships & Dues	1,000	0	0.0%
4,694	5,096	5,096	517000	City Commission Expenses	14,096	9,000	176.6%
0	300	300	517100	Subscriptions	300	0	0.0%
3,218	8,000	8,000	517300	Advertising and Public Relatio	8,000	0	0.0%
49	518	518	517850	Employee Recognition Events	518	0	0.0%
0	414	414	518300	Auto Mileage Reimbursement	414	0	0.0%
3,851	300	300	600200	R&M - Equipment	300	0	0.0%
40,446	28,000	28,000	610300	Personnel Services	43,000	15,000	53.6%
0	0	40,000	610400	Consulting Services	0	-40,000	-100.0%
36,407	15,450	55,450	611200	Legal Services - Personnel Gri	15,450	-40,000	-72.1%
51,461	20,050	69,425	619800	Other Contractual Services	20,050	-49,375	-71.1%
10,723	11,073	11,073	650300	Liability Reserve Charge	12,343	1,270	11.5%
<b>196,388</b>	<b>106,271</b>	<b>256,891</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>139,941</b>	<b>-116,950</b>	<b>-45.5%</b>
<b>1,573,948</b>	<b>1,546,357</b>	<b>1,701,977</b>	<b>Division Total</b>		<b>1,786,668</b>	<b>84,691</b>	<b>5.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATIVE SERVICES			101		10122300		
			GENERAL FUND		City Clerk		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
335,574	276,774	319,834	411100	Regular Salaries	337,553	17,719	5.5%
0	3	3	411200	Part-Time Salaries	0	-3	-100.0%
4,239	4,000	4,000	411310	Overtime-Regular	4,000	0	0.0%
20,704	0	9,296	411700	Contract Labor	0	-9,296	-100.0%
6,694	4,160	4,160	431000	Deferred Compensation	7,280	3,120	75.0%
22,975	18,346	18,346	432000	Social Security	24,130	5,784	31.5%
24,682	19,613	19,613	433000	Retirement - Employer	21,720	2,107	10.7%
57,465	61,497	61,497	433050	Retirement-Unfunded Liability	69,775	8,278	13.5%
7,441	13,445	13,445	434000	Workers Compensation	10,358	-3,087	-23.0%
29,466	26,685	26,685	435000	Group Insurance	38,390	11,705	43.9%
2,098	1,300	1,300	435400	Retiree Health Savings	1,950	650	50.0%
28,241	29,038	29,038	435500	Retiree Insurance	31,620	2,582	8.9%
684	4	4	436000	State Disability Insurance	811	807	20175.0%
500	1,000	1,000	437000	Mgt Health Ben	500	-500	-50.0%
2,116	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
983	1,950	1,950	438500	Cell Phone Allowance	975	-975	-50.0%
<b>543,861</b>	<b>459,915</b>	<b>512,271</b>	<b>Total</b>	<b>Personnel Services</b>	<b>551,162</b>	<b>38,891</b>	<b>7.6%</b>
1,863	3,000	1,500	512100	Office Expense	3,000	1,500	100.0%
1,227	1,010	1,010	512400	Communications	1,010	0	0.0%
4,454	8,114	8,114	514100	Departmental Special Supplies	8,114	0	0.0%
5,398	5,700	5,700	514300	Municipal Code Revisions	11,500	5,800	101.8%
1,671	2,760	2,760	516100	Training & Education	2,760	0	0.0%
468	0	0	516500	Conferences & Conventions	0	0	0.0%
902	2,500	2,500	516600	Special Events & Meetings	2,500	0	0.0%
320	2,500	2,500	516700	Memberships & Dues	2,500	0	0.0%
30,135	38,290	47,790	517000	City Commission Expenses	38,290	-9,500	-19.9%
8,680	20,000	20,309	517300	Advertising and Public Relatio	20,000	-309	-1.5%
430	1,000	1,000	600200	R&M - Equipment	2,000	1,000	100.0%
0	0	0	610400	Consulting Services	20,000	20,000	0.0%
112,780	150,000	161,778	610600	Election Services	0	-161,778	-100.0%
0	28,235	28,235	619800	Other Contractual Services	28,235	0	0.0%
4,744	4,325	4,325	650300	Liability Reserve Charge	3,549	-776	-17.9%
<b>173,070</b>	<b>267,434</b>	<b>287,521</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>143,458</b>	<b>-144,063</b>	<b>-50.1%</b>
0	0	1,500	732160	IT Equipment - Software	0	-1,500	-100.0%
<b>0</b>	<b>0</b>	<b>1,500</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-1,500</b>	<b>-100.0%</b>
<b>716,931</b>	<b>727,349</b>	<b>801,292</b>	<b>Division Total</b>		<b>694,620</b>	<b>-106,672</b>	<b>-13.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATIVE SERVICES			101		10122400		
			GENERAL FUND		Cultural Affairs-Art Fund		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
125,026	123,708	123,708	411100	Regular Salaries	122,452	-1,256	-1.0%
0	20,800	20,800	411200	Part-Time Salaries	20,800	0	0.0%
4,192	4,160	4,160	431000	Deferred Compensation	4,160	0	0.0%
9,066	8,412	8,412	432000	Social Security	8,500	88	1.0%
9,608	9,102	9,102	433000	Retirement - Employer	8,257	-845	-9.3%
26,126	27,285	27,285	433050	Retirement-Unfunded Liability	23,602	-3,683	-13.5%
2,637	5,238	5,238	434000	Workers Compensation	4,711	-527	-10.1%
16,519	17,001	17,001	435000	Group Insurance	17,970	969	5.7%
655	650	650	435400	Retiree Health Savings	650	0	0.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
3,325	3,300	3,300	437500	Longevity Pay	5,700	2,400	72.7%
983	975	975	438500	Cell Phone Allowance	975	0	0.0%
<b>198,636</b>	<b>221,131</b>	<b>221,131</b>	<b>Total</b>	<b>Personnel Services</b>	<b>218,277</b>	<b>-2,854</b>	<b>-1.3%</b>
1,681	1,685	1,685	650300	Liability Reserve Charge	1,614	-71	-4.2%
<b>1,681</b>	<b>1,685</b>	<b>1,685</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,614</b>	<b>-71</b>	<b>-4.2%</b>
<b>200,317</b>	<b>222,816</b>	<b>222,816</b>	<b>Division Total</b>		<b>219,891</b>	<b>-2,925</b>	<b>-1.3%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATIVE SERVICES			309		30922200		
			RISK MANAGEMENT FUND		Risk Management		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
266,237	228,515	228,515	411100	Regular Salaries	213,412	-15,103	-6.6%
6,806	6,760	6,760	431000	Deferred Compensation	6,760	0	0.0%
16,920	15,739	15,739	432000	Social Security	16,569	830	5.3%
(422,950)	16,997	16,997	433000	Retirement - Employer	13,970	-3,027	-17.8%
35,490	38,210	38,210	433050	Retirement-Unfunded Liability	39,933	1,723	4.5%
4,996	8,566	8,566	434000	Workers Compensation	9,099	533	6.2%
18,843	19,364	19,364	435000	Group Insurance	28,180	8,816	45.5%
1,473	1,463	1,463	435400	Retiree Health Savings	1,463	0	0.0%
22,175	23,394	23,394	435500	Retiree Insurance	16,280	-7,114	-30.4%
(29,624)	0	0	435650	OPEB Liability Charge	0	0	0.0%
259	232	232	436000	State Disability Insurance	309	77	33.2%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
3,224	4,200	4,200	437500	Longevity Pay	2,100	-2,100	-50.0%
0	1,125	1,125	438000	Auto Allowance	0	-1,125	-100.0%
1,175	975	975	438500	Cell Phone Allowance	1,625	650	66.7%
<b>(74,476)</b>	<b>366,040</b>	<b>366,040</b>	<b>Total</b>	<b>Personnel Services</b>	<b>350,200</b>	<b>-15,840</b>	<b>-4.3%</b>
0	1,000	1,000	512100	Office Expense	1,000	0	0.0%
361	300	300	512400	Communications	300	0	0.0%
0	4,400	4,400	513000	Utilities	4,400	0	0.0%
3,951	10,000	10,000	514100	Departmental Special Supplies	10,000	0	0.0%
2,644	7,000	10,090	514160	Employee Wellness Supplies	7,000	-3,090	-30.6%
3,749	4,000	4,000	516100	Training & Education	4,000	0	0.0%
125	3,000	3,000	516500	Conferences & Conventions	3,000	0	0.0%
150	250	250	516700	Memberships & Dues	250	0	0.0%
358	500	500	517100	Subscriptions	500	0	0.0%
0	500	500	518300	Auto Mileage Reimbursement	500	0	0.0%
8,250	184,000	184,000	610100	Audit Services	80,000	-104,000	-56.5%
36,865	35,000	44,033	614100	Medical Services	35,000	-9,033	-20.5%
8,728	10,000	12,947	619600	Drug Testing Program	10,000	-2,947	-22.8%
248,998	309,005	322,513	619800	Other Contractual Services	309,005	-13,508	-4.2%
3,185	2,756	2,756	650300	Liability Reserve Charge	3,117	361	13.1%
173	0	0	665100	Depreciation	0	0	0.0%
<b>317,537</b>	<b>571,711</b>	<b>600,289</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>468,072</b>	<b>-132,217</b>	<b>-22.0%</b>
<b>243,061</b>	<b>937,751</b>	<b>966,329</b>	<b>Division Total</b>		<b>818,272</b>	<b>-148,057</b>	<b>-15.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATIVE SERVICES			309	30922210			
			RISK MANAGEMENT FUND	Employee Disability (IOD)			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
734,005	667,800	667,800	411100	Regular Salaries	700,000	32,200	4.8%
0	5,650	5,650	411310	Overtime-Regular	5,650	0	0.0%
6,619	5,500	5,500	431000	Deferred Compensation	6,000	500	9.1%
16,835	15,900	15,900	432000	Social Security	18,000	2,100	13.2%
64,633	58,000	58,000	433000	Retirement - Employer	60,000	2,000	3.4%
29,768	1,000	1,000	433500	Retirement - Employee	1,500	500	50.0%
11,137	19,728	19,728	434000	Workers Compensation	26,240	6,512	33.0%
84,798	76,000	76,000	435000	Group Insurance	80,000	4,000	5.3%
2,045	1,900	1,900	435400	Retiree Health Savings	1,900	0	0.0%
585	580	580	436000	State Disability Insurance	600	20	3.4%
27,839	24,000	24,000	437500	Longevity Pay	25,000	1,000	4.2%
4,468	4,800	4,800	440000	Uniform Allowance	4,800	0	0.0%
<b>982,733</b>	<b>880,858</b>	<b>880,858</b>	<b>Total</b>	<b>Personnel Services</b>	<b>929,690</b>	<b>48,832</b>	<b>5.5%</b>
7,100	6,346	6,346	650300	Liability Reserve Charge	8,990	2,644	41.7%
<b>7,100</b>	<b>6,346</b>	<b>6,346</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>8,990</b>	<b>2,644</b>	<b>41.7%</b>
<b>989,833</b>	<b>887,204</b>	<b>887,204</b>	<b>Division Total</b>		<b>938,680</b>	<b>51,476</b>	<b>5.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>ADMINISTRATIVE SERVICES</b>			<b>309</b>	<b>30922220</b>			
			<b>RISK MANAGEMENT FUND</b>	<b>Premium/Claims</b>			
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
586,355	600,000	1,157,172	650100	Insurance Premiums - Liability	1,000,000	-157,172	-13.6%
224,015	224,015	224,015	650150	Insurance - ICRMA Assessment	224,015	0	0.0%
562,463	600,000	695,113	650200	Insurance Premiums - Other	600,000	-95,113	-13.7%
212,605	300,000	300,000	650400	Workers Comp Ins Premiums	300,000	0	0.0%
2,456,260	2,800,000	2,800,000	660200	Workers Comp Ins Claims	2,800,000	0	0.0%
114,995	100,000	320,000	660300	Unemployment Insurance Claims	100,000	-220,000	-68.8%
<b>4,156,693</b>	<b>4,624,015</b>	<b>5,496,300</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>5,024,015</b>	<b>-472,285</b>	<b>-8.6%</b>
<b>4,156,693</b>	<b>4,624,015</b>	<b>5,496,300</b>	<b>Division Total</b>		<b>5,024,015</b>	<b>-472,285</b>	<b>-8.6%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

ADMINISTRATIVE SERVICES			413	41322400			
			CULTURAL TRUST FUND	Art Fund			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
43,149	39,577	39,577	411100	Regular Salaries	80,536	40,959	103.5%
18,776	34,456	34,456	411200	Part-Time Salaries	34,456	0	0.0%
1,572	1,560	1,560	431000	Deferred Compensation	3,120	1,560	100.0%
3,339	2,805	2,805	432000	Social Security	8,016	5,211	185.8%
4,034	4,244	4,244	433000	Retirement - Employer	6,704	2,460	58.0%
0	0	0	433050	Retirement-Unfunded Liability	15,716	15,716	0.0%
990	2,850	2,850	434000	Workers Compensation	3,026	176	6.2%
9,422	9,682	9,682	435000	Group Insurance	37,165	27,483	283.9%
655	650	650	435400	Retiree Health Savings	1,300	650	100.0%
183	172	172	436000	State Disability Insurance	430	258	150.0%
848	650	650	438500	Cell Phone Allowance	650	0	0.0%
<b>82,967</b>	<b>96,646</b>	<b>96,646</b>	<b>Total</b>	<b>Personnel Services</b>	<b>191,119</b>	<b>94,473</b>	<b>97.8%</b>
683	750	750	512100	Office Expense	750	0	0.0%
13,128	13,500	14,352	512200	Printing and Binding	0	-14,352	-100.0%
46	0	1,793	514100	Departmental Special Supplies	0	-1,793	-100.0%
100	5,000	5,000	516500	Conferences & Conventions	0	-5,000	-100.0%
1,139	2,000	7,660	516600	Special Events & Meetings	1,500	-6,160	-80.4%
2,496	3,000	3,000	516700	Memberships & Dues	3,000	0	0.0%
6,753	6,500	11,012	517000	City Commission Expenses	6,500	-4,512	-41.0%
0	0	300	517100	Subscriptions	0	-300	-100.0%
0	0	2,412	517300	Advertising and Public Relatio	0	-2,412	-100.0%
304,442	537,000	1,136,823	619800	Other Contractual Services	362,500	-774,323	-68.1%
631	917	917	650300	Liability Reserve Charge	1,037	120	13.1%
<b>329,417</b>	<b>568,667</b>	<b>1,184,019</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>375,287</b>	<b>-808,732</b>	<b>-68.3%</b>
51,420	20,000	401,811	730100	Improvements other than Bldg	10,000	-391,811	-97.5%
0	0	1,510	732150	IT Equipment - Hardware	0	-1,510	-100.0%
0	300	300	732160	IT Equipment - Software	1,500	1,200	400.0%
<b>51,420</b>	<b>20,300</b>	<b>403,621</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>11,500</b>	<b>-392,121</b>	<b>-97.2%</b>
<b>463,805</b>	<b>685,613</b>	<b>1,684,286</b>	<b>Division Total</b>		<b>577,906</b>	<b>-1,106,380</b>	<b>-65.7%</b>



# 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
24100	Information Technology	4,055,612	4,019,699	4,247,920	228,221	5.7%
24200	Graphic Services	296,488	424,642	426,813	2,171	0.5%
24300	IT Public Safety	260,939	315,840	413,088	97,248	30.8%
<b>Fund Total</b>		<b>4,613,038</b>	<b>4,760,181</b>	<b>5,087,821</b>	<b>327,640</b>	<b>6.9%</b>
<i>205 - MUNICIPAL FIBER NETWORK</i>						
24500	Municipal Fiber Network Ops	2,790,534	2,252,133	2,060,361	-191,772	-8.5%
<b>Fund Total</b>		<b>2,790,534</b>	<b>2,252,133</b>	<b>2,060,361</b>	<b>-191,772</b>	<b>-8.5%</b>
<i>307 - EQUIPMENT REPLACEMENT FUND</i>						
24100	Information Technology	8,030	137,419	200,000	62,581	45.5%
<b>Fund Total</b>		<b>8,030</b>	<b>137,419</b>	<b>200,000</b>	<b>62,581</b>	<b>45.5%</b>
<i>412 - BUILDING SURCHARGE FUND</i>						
24100	Information Technology	431,091	957,024	331,412	-625,612	-65.4%
<b>Fund Total</b>		<b>431,091</b>	<b>957,024</b>	<b>331,412</b>	<b>-625,612</b>	<b>-65.4%</b>
<b>Department Total</b>		<b>\$7,842,694</b>	<b>\$8,106,757</b>	<b>\$7,679,594</b>	<b>-\$427,163</b>	<b>-5.3%</b>



# INFORMATION TECHNOLOGY

**RESP. MGR.: MICHELE WILLIAMS**

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Fiber IRU Charges	0	2,850,000	2,850,000	0	0.0%
Dark Fiber MRC Charges	0	703,314	703,314	0	0.0%
Customer Funded Laterals	78,638	0	0	0	0.0%
Interest Income-Fiber Networks	286,070	243,540	213,115	-30,425	-12.5%
Trsf In From - Fund 101	967,706	0	0	0	0.0%
General Revenues	6,510,280	4,309,903	3,913,165	-396,738	-9.2%
<b>Department Total</b>	<b>\$7,842,694</b>	<b>\$8,106,757</b>	<b>\$7,679,594</b>	<b>-\$427,163</b>	<b>-5.3%</b>

	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REGULAR POSITIONS</b>					
<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	2.00	2.00	0.00	0.0%
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	15.00	15.00	0.00	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%
<b>Total Positions</b>	<b>18.50</b>	<b>19.50</b>	<b>19.50</b>	<b>0.00</b>	<b>0.0%</b>

# Vacant position frozen, no appropriation included for Fiscal Year 2021/2022: GIS Technician (1).



# 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.

*Status: Ongoing. Extended City's Wi-Fi to the Veterans' Memorial buildings (including the Teen Center and the Municipal Plunge). In the planning phase to extend City's Wi-Fi to the Veterans' Memorial Park (outdoor coverage).*

- 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.

*Status: Ongoing. IT staff has been working with Community Development to identify a solution for providing a security deterrent for the City's parking structures. It was determined that an enterprise camera solution would not be implemented at this time. IT will continue to provide support to departments that have a need for camera installations.*

- 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: Ongoing. In August 2020 the City Manager executed an agreement with Inyo Networks/Onward to operate the Culver Connect Network. There has been a six-month transition period and effective March 1, Onward will begin in the role of operator. IT Staff will work with the new operator to develop a plan for transitioning to Onward to obtain ISP Service for municipal services.*

### *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 2020/2021 WORK PLANS (CONTINUED)

*Status: Ongoing. Information Technology staff has provided one-on-one VPN (virtual private network) training as well as ongoing training to city staff in other targeted areas. Security Awareness continues to be priority especially in light of our increased remote workforce. Training has also been provided on the new website content management platform, WebEx Meetings, Microsoft Teams, and other software tools to facilitate collaborative work environments.*

- 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.

*Status: Ongoing. IT Staff has worked with Community Development on drafting and contributing to the General Plan Update Smart Cities Report. Community Development Department coordinated with the consultant to establish a hosted solution for the General Plan website.*

- Provide technical support as needed to the Transportation Department in support of technology improvements related to intelligent transit systems and related mobility enhancements.

*Status: Ongoing. Support of the Transportation CAD System, assist in the upgrade of the Computrol System, and continuing to provide technical support of various Transportation projects and endeavors. Provisioned 103 E-mail licenses to transit staff who did not previously have access to City E-mail to enhance department communications.*

### **Technology Enhancement & Replacements**

- Continue to update city hall conference rooms with improved audio-visual functionality and virtual conference solutions.

*Status: Ongoing. Expanded video-conferencing project with Cisco Webex Meeting software for all City public meeting use. IT Staff also implemented the Cisco add-on Webex Assistant which has voice driven capabilities with real-time meeting transcription and automated closed captions that make meetings more accessible for hearing-impaired CBC members and other participants.*





# INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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

Status: *Ongoing.*

*New Website - Implemented new website redesign with a higher level of web accessibility. The new website includes additional online forms, bilingual functionality, and inherent search tool.*

*Reservation System – In preparation for reopening City hall, a reservation system was completed but placed on hold.*

*Payment Solution – Developed and implemented an online payment solution to facilitate online payments for services related to permitting, refuse billing and miscellaneous payments.*

- Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings.

*Status: Ongoing. Continue support of the City's remote workforce (includes 120 city loaned laptops). The video-conferencing upgrade in city hall conference rooms has been placed on hold due to a majority of city hall staff working remotely. Continue to leverage video-conferencing technology.*

### **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.

*Status: On Hold. Retention phase of the project placed on hold due to lack of funding.*



# INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

### ***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.

*Status: Ongoing. Transition from the previous network operator to the new network operator occurred throughout FY20/21. Onward, the new operator, began as operator on March 1, 2021, which will cut annual expenses by over 50% in FY21/22. Additional network customers were added in FY20/21, tripling fiscal year annual revenue compared to FY19/20. The network is now cash flow positive and will have positive net income in FY21/22.*

### ***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.

*Status: Ongoing. Provide support for Community Development's Travel Demand Forecast Model project, coordinated regularly with Advance Planning and consultant Fehr & Peers for map and data development and analysis. City department needs have been met by developing web applications using ArcGIS Survey123, examples of web applications include COVID-19 Noncompliant Business, Homeless Count, COVID-19 Open for Business, COVID-19 location tracking real time dashboard, Emergency Operations Center (EOC) Civil Unrest planning. Provided support for Fiber Optic expansion web mapping and application.*

## FISCAL YEAR 2021/2022 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.
  - a. Replace end-of-life Wi-Fi infrastructure at City Hall
  - b. Extend City's Wi-Fi to Fire Station #1 and Fire Drill Yard
  - c. Extend City's Wi-Fi to the Senior Center



# INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

### *Technology Support*

- Continue to support and implement technology enhancements for remote workforce. The IT Department will continue to support the remote workforce of City staff by procuring laptops, assisting with printers/scanners needed for home business use, and making web-based solutions available where possible.
- Implement an enterprise management solution for the increasing quantity and use of City iPads. Cloud based software will provide next-generation device management for the entire lifecycle of Apple devices including deploying and maintaining software, responding to security threats, distributing settings, installing updates, and asset management.
- Support Finance Department with implementation of upgrades to the City's financial system. IT will provide review and guidance of technical specifications, creating a virtual server environment, and assisting the vendor Tyler with software installation and configuration of the software which includes a budget dashboard and a tool for supporting budget book development.
- Support Public Works Department with implementation of new system from vendor Cubic for traffic analysis and facilitating decision-making. IT will provide review and guidance of technical specifications and vetting compatibility and use on City PCs and the network environment.
- Provide support and collaboration to the Transportation Department to implement a technology roadmap process. By creating a plan of action, or technology roadmap, staff will implement and phase in new technology solutions as well maintain existing ones. Our technology roadmap process will integrate strategic goals, new system capabilities, release plans, milestones, resources, training, challenges, and status reports, and will serve as an important tool to improve the technological systems and efficiency of the Transportation Department. Staff will incorporate and develop plans for new initiatives such as:
  - *Communications (Radio future – cellular Voice over Internet Protocol)*
  - *IoT (Internet of Things)*
  - *Bus on-board architecture (i.e. Automatic Passenger Counters, Public Wi-Fi, etc...)*
  - *Cloud & Hosting Services*
  - *Real-time performance metrics (KPI, knowledge base, tools, reporting ...)*
  - *Customer Information*
  - *Connected & Autonomous Vehicles (Bus Signal Priority, future buses etc...)*
  - *Mobility as a Service (Next CCBus integration with other systems and mobility services)*



# INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Plan and collaborate with the Transportation Department on the installation of new security camera system throughout the Transportation Facility. The security camera system must meet the State of California's regulations for recording and storage retention through the procurement of upgraded equipment. The current surveillance system has reached the end of its useful life and lacks the capacity established by the state of California. Metro's Prop 1B Transit Security Bridge funds have been allocated to the Transportation Department to use for this project.

### *Technology Enhancement & Replacements*

- Ongoing development and support of online payment solutions that integrate between the City's permit management system, Accela, and a public facing means of submitting payments for permits in a fashion that reduces error while improving ease of the customers' experience.
- Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings. Evaluate enhancements to further facilitate hybrid virtual City Council meetings, commission meetings and board meetings.
- The City's IT service management system will be expanded in order to create workflows that make managing tickets, responding to user needs, and technical tasks performed by IT staff more efficient.

### **Network Infrastructure Enhancements**

- To ensure redundancy, availability of services, and securing the City's data:
  - a. Replacement of current end-of-life data storage system
  - b. Continue replacement of virtual environment infrastructure
- In order to meet the public demand for additional options for high-speed home internet service, work with the City Manager's Office to assist with the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Through partnerships with Ting establish a free public wi-fi location.



# INFORMATION TECHNOLOGY

**RESP. MGR.: MICHELE WILLIAMS**

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

### Public Safety Division

- Rewiring Police Department's network cables - The Police Department's network cabling was installed over twenty years ago and digital usage has increased dramatically over the years. The current cabling is inadequate and there is failing network wiring in certain parts of the building which highlights the need to replace the network cables. The new cabling will meet and exceed the department's need for the foreseeable future and will help provide resiliency to the department's network.
- Replace Security Camera System – The current security camera system provides external and internal monitoring of the police station, including the jail facility. On many occasions, the system has failed and required extensive troubleshooting to bring the system back online.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

INFORMATION TECHNOLOGY			101	10124100			
			GENERAL FUND	Information Technology			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
1,593,526	1,611,296	1,611,296	411100	Regular Salaries	1,671,902	60,606	3.8%
25,957	0	0	411200	Part-Time Salaries	0	0	0.0%
43,489	11,475	11,475	411310	Overtime-Regular	11,475	0	0.0%
18,411	0	0	411700	Contract Labor	0	0	0.0%
21,926	22,060	22,060	431000	Deferred Compensation	25,181	3,121	14.1%
113,789	105,824	105,824	432000	Social Security	111,000	5,176	4.9%
123,432	124,290	124,290	433000	Retirement - Employer	110,592	-13,698	-11.0%
261,947	291,994	291,994	433050	Retirement-Unfunded Liability	316,123	24,129	8.3%
40,411	67,894	67,894	434000	Workers Compensation	67,921	27	0.0%
145,300	153,958	153,958	435000	Group Insurance	172,780	18,822	12.2%
8,493	8,443	8,443	435400	Retiree Health Savings	9,094	651	7.7%
42,011	43,331	43,331	435500	Retiree Insurance	45,770	2,439	5.6%
5,404	4,952	4,952	436000	State Disability Insurance	6,343	1,391	28.1%
500	1,000	1,000	437000	Mgt Health Ben	500	-500	-50.0%
24,679	27,900	27,900	437500	Longevity Pay	32,400	4,500	16.1%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
3,537	3,510	3,510	438500	Cell Phone Allowance	4,160	650	18.5%
0	695	695	440000	Uniform Allowance	0	-695	-100.0%
<b>2,477,345</b>	<b>2,483,122</b>	<b>2,483,122</b>	<b>Total</b>	<b>Personnel Services</b>	<b>2,589,741</b>	<b>106,619</b>	<b>4.3%</b>
460	0	0	512100	Office Expense	0	0	0.0%
23,233	22,680	22,680	512400	Communications	22,680	0	0.0%
26,197	10,000	10,000	514100	Departmental Special Supplies	10,000	0	0.0%
5,222	5,000	5,000	516100	Training & Education	17,000	12,000	240.0%
1,819	0	0	516500	Conferences & Conventions	0	0	0.0%
41	0	0	516600	Special Events & Meetings	0	0	0.0%
439	600	2,100	516700	Memberships & Dues	600	-1,500	-71.4%
552	478	478	517850	Employee Recognition Events	478	0	0.0%
1,400,647	1,226,141	1,267,491	600200	R&M - Equipment	1,485,141	217,650	17.2%
0	0	750	610400	Consulting Services	0	-750	-100.0%
93,893	99,009	206,238	619800	Other Contractual Services	99,009	-107,229	-52.0%
25,764	21,840	21,840	650300	Liability Reserve Charge	23,271	1,431	6.6%
<b>1,578,266</b>	<b>1,385,748</b>	<b>1,536,577</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,658,179</b>	<b>121,602</b>	<b>7.9%</b>
<b>4,055,612</b>	<b>3,868,870</b>	<b>4,019,699</b>	<b>Division Total</b>		<b>4,247,920</b>	<b>228,221</b>	<b>5.7%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

INFORMATION TECHNOLOGY			101 GENERAL FUND		10124200 Graphic Services		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
95,787	90,099	90,099	411100	Regular Salaries	90,587	488	0.5%
0	959	959	411310	Overtime-Regular	959	0	0.0%
1,572	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
6,826	6,050	6,050	432000	Social Security	6,091	41	0.7%
6,799	6,576	6,576	433000	Retirement - Employer	5,851	-725	-11.0%
12,732	14,780	14,780	433050	Retirement-Unfunded Liability	16,725	1,945	13.2%
1,971	3,323	3,323	434000	Workers Compensation	3,629	306	9.2%
20,643	21,249	21,249	435000	Group Insurance	22,475	1,226	5.8%
655	650	650	435400	Retiree Health Savings	650	0	0.0%
16,587	17,228	17,228	435500	Retiree Insurance	15,870	-1,358	-7.9%
428	379	379	436000	State Disability Insurance	453	74	19.5%
2,117	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
<b>166,117</b>	<b>164,953</b>	<b>164,953</b>	<b>Total</b>	<b>Personnel Services</b>	<b>166,950</b>	<b>1,997</b>	<b>1.2%</b>
64,975	110,090	110,090	512300	Postage	110,090	0	0.0%
242	200	200	512400	Communications	200	0	0.0%
26,421	34,930	34,930	514100	Departmental Special Supplies	34,930	0	0.0%
12,062	21,500	21,500	600200	R&M - Equipment	21,500	0	0.0%
25,416	91,900	91,900	605100	Rental of Equipment	91,900	0	0.0%
1,256	1,069	1,069	650300	Liability Reserve Charge	1,243	174	16.3%
<b>130,372</b>	<b>259,689</b>	<b>259,689</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>259,863</b>	<b>174</b>	<b>0.1%</b>
<b>296,488</b>	<b>424,642</b>	<b>424,642</b>	<b>Division Total</b>		<b>426,813</b>	<b>2,171</b>	<b>0.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

INFORMATION TECHNOLOGY			101	10124300			
			GENERAL FUND	IT Public Safety			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
164,944	174,296	209,511	411100	Regular Salaries	268,010	58,499	27.9%
4,752	0	0	411310	Overtime-Regular	0	0	0.0%
3,349	3,680	3,680	431000	Deferred Compensation	5,239	1,559	42.4%
11,266	11,201	11,201	432000	Social Security	19,803	8,602	76.8%
11,273	12,176	12,176	433000	Retirement - Employer	17,226	5,050	41.5%
39,631	42,064	42,064	433050	Retirement-Unfunded Liability	49,240	7,176	17.1%
6,881	10,692	10,692	434000	Workers Compensation	7,494	-3,198	-29.9%
12,697	21,251	21,251	435000	Group Insurance	40,445	19,194	90.3%
869	982	982	435400	Retiree Health Savings	1,631	649	66.1%
320	394	394	436000	State Disability Insurance	982	588	149.2%
571	450	450	440000	Uniform Allowance	450	0	0.0%
<b>256,552</b>	<b>277,186</b>	<b>312,401</b>	<b>Total</b>	<b>Personnel Services</b>	<b>410,520</b>	<b>98,119</b>	<b>31.4%</b>
4,387	3,439	3,439	650300	Liability Reserve Charge	2,568	-871	-25.3%
<b>4,387</b>	<b>3,439</b>	<b>3,439</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>2,568</b>	<b>-871</b>	<b>-25.3%</b>
<b>260,939</b>	<b>280,625</b>	<b>315,840</b>	<b>Division Total</b>		<b>413,088</b>	<b>97,248</b>	<b>30.8%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

INFORMATION TECHNOLOGY			205	20524500			
			MUNICIPAL FIBER NETWORK FUND		Municipal Fiber Network Ops		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	150,000	0	517600	Customer Services Expense	150,000	150,000	0.0%
16,233	200,000	283,767	520400	Business Development Expenses	200,000	-83,767	-29.5%
0	0	6,850	600200	R&M - Equipment	0	-6,850	-100.0%
2,047,003	1,422,246	1,717,977	619800	Other Contractual Services	1,422,246	-295,731	-17.2%
727,298	0	0	665100	Depreciation	0	0	0.0%
2,790,534	1,772,246	2,008,593	Total	Maint & Operations	1,772,246	-236,347	-11.8%
0	0	0	732160	IT Equipment - Software	75,000	75,000	0.0%
0	0	0	Total	Capital Outlay	75,000	75,000	0.0%
0	243,540	243,540	820400	Loan Interest Payments	213,115	-30,425	-12.5%
0	243,540	243,540	Total	Debt Services	213,115	-30,425	-12.5%
2,790,534	2,015,786	2,252,133	Division Total		2,060,361	-191,772	-8.5%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

INFORMATION TECHNOLOGY				307		30724100		
				EQUIPMENT REPLACEMENT FUND		Information Technology		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	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%
8,030	0	116,693	732150	IT Equipment - Hardware		200,000	83,307	71.4%
8,030	0	121,154	Total	Capital Outlay		200,000	78,846	65.1%
8,030	0	137,419	Division Total			200,000	62,581	45.5%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

INFORMATION TECHNOLOGY			412	41224100			
			BUILDING SURCHARGE FUND	Information Technology			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
113,864	110,652	110,652	411100	Regular Salaries	117,924	7,272	6.6%
221	0	0	411310	Overtime-Regular	0	0	0.0%
1,576	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
8,041	7,703	7,703	432000	Social Security	8,092	389	5.0%
8,959	8,489	8,489	433000	Retirement - Employer	8,015	-474	-5.6%
16,750	19,988	19,988	433050	Retirement-Unfunded Liability	22,911	2,923	14.6%
2,593	4,595	4,595	434000	Workers Compensation	4,801	206	4.5%
20,643	21,249	21,249	435000	Group Insurance	22,475	1,226	5.8%
657	650	650	435400	Retiree Health Savings	650	0	0.0%
520	502	502	436000	State Disability Insurance	629	127	25.3%
<b>173,823</b>	<b>175,388</b>	<b>175,388</b>	<b>Total</b>	<b>Personnel Services</b>	<b>187,057</b>	<b>11,669</b>	<b>6.7%</b>
0	12,000	47,269	516100	Training & Education	12,000	-35,269	-74.6%
0	0	4,684	517100	Subscriptions	0	-4,684	-100.0%
63,483	103,710	281,348	600200	R&M - Equipment	103,710	-177,638	-63.1%
188,572	20,000	333,692	619800	Other Contractual Services	20,000	-313,692	-94.0%
1,653	1,478	1,478	650300	Liability Reserve Charge	1,645	167	11.3%
<b>253,709</b>	<b>137,188</b>	<b>668,471</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>137,355</b>	<b>-531,116</b>	<b>-79.5%</b>
3,559	7,000	79,381	732150	IT Equipment - Hardware	7,000	-72,381	-91.2%
0	0	33,784	732160	IT Equipment - Software	0	-33,784	-100.0%
<b>3,559</b>	<b>7,000</b>	<b>113,165</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>7,000</b>	<b>-106,165</b>	<b>-93.8%</b>
<b>431,091</b>	<b>319,576</b>	<b>957,024</b>	<b>Division Total</b>		<b>331,412</b>	<b>-625,612</b>	<b>-65.4%</b>

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# NON-DEPARTMENTAL

## 10116100 – NON-DEPARTMENTAL

### DEPARTMENT MISSION

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

### DEPARTMENT DESCRIPTION

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

EXPENDITURE SUMMARY		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
16100	Non-Departmental	5,161,362	4,580,907	6,608,464	2,027,557	44.26%
<b>Fund Total</b>		<b>\$5,161,362</b>	<b>\$4,580,907</b>	<b>\$6,608,464</b>	<b>\$2,027,557</b>	<b>44.26%</b>

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



# NON-DEPARTMENTAL

## 10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY)		ADOPTED BUDGET 2019/2020	ADOPTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022
<i>I. PERSONNEL SERVICES</i>				
435600	Retiree Medical Pre-Funding	63,717	0	0
<b>Total Personnel Services</b>		<b>63,717</b>	<b>0</b>	<b>0</b>
<i>II. MEMBERSHIPS AND ADMINISTRATION</i>				
514100	Departmental Special Supplies			
	P1 Parking – Miscellaneous Expenses	15,000	15,000	15,000
516100	Training and Education			
	City-wide Training	2,500	2,500	2,500
	Commissions	17,500	17,500	17,500
516600	Special Events and Meetings	5,000	5,000	6,500
516700	City-Wide Memberships & Dues	59,052	59,052	59,052
	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			
517300	Advertising	0	0	2,500
520200	Credit Card Fees	230,000	160,000	160,000
619800	Other Contractual Services	88,600	132,862	1,732,862
<b>Total Memberships and Administration</b>		<b>417,652</b>	<b>391,914</b>	<b>1,995,914</b>



# NON-DEPARTMENTAL

## 10116100 – NON-DEPARTMENTAL

<b>FUNDING SUMMARY</b> <i>(cont'd)</i>	<b>ADOPTED BUDGET 2019/2020</b>	<b>ADOPTED BUDGET 2020/2021</b>	<b>CITY MGR RECOMM 2021/2022</b>
<b>III. 513000 – CITY-WIDE UTILITY COSTS</b>	<b>2,300,000</b>	<b>2,200,000</b>	<b>2,200,000</b>
<b>Total City-Wide Utilities</b>	<b>2,300,000</b>	<b>2,200,000</b>	<b>2,200,000</b>
<b>IV. 517500 – CONTRIBUTIONS TO OTHER AGENCIES</b>			
<b>A. DIRECT CONTRIBUTIONS TO COMMUNITY ORGANIZATIONS</b>			
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	0	0
Sister City Visitations <i>(Plus "in kind" City services of approximately \$3,000 for staff support, material and printing).</i>	25,550	25,550	25,550
Martin Luther King Jr. Day	5,000	5,000	5,000
<b>Total Contributions to Community Organizations</b>	<b>58,050</b>	<b>34,050</b>	<b>34,050</b>
<b>B. DIRECT CONTRIBUTIONS – SPECIAL EVENT GRANTS</b>			
Special Event Grants	92,000	25,000	25,000
<b>Total Contributions to Special Event Grants</b>	<b>92,000</b>	<b>25,000</b>	<b>25,000</b>
<b>C. DIRECT CONTRIBUTIONS TO OTHER AGENCIES</b>			
Culver City Schools – Sewer Service Charge	56,000	56,000	56,000
Culver City Schools – Refuse Services	137,500	137,500	137,500
<b>Total Contributions to Other Agencies</b>	<b>193,500</b>	<b>193,500</b>	<b>193,500</b>



# NON-DEPARTMENTAL

## 10116100 – NON-DEPARTMENTAL

<b>FUNDING SUMMARY</b> <i>(cont'd)</i>		<b>ADOPTED BUDGET 2019/2020</b>	<b>ADOPTED BUDGET 2020/2021</b>	<b>CITY MGR RECOMM 2021/2022</b>
V.	650200 – INSURANCE PREMIUMS – OTHER	626,443	626,443	0
VI.	910200 – CONTINGENCIES			
	Other Contingencies	850,000	850,000	1,900,000
	Appropriated Reserve	550,000	250,000	250,000
	Council Allocation	10,000	10,000	10,000
		<b>1,410,000</b>	<b>1,110,000</b>	<b>2,160,000</b>
<b>TOTAL NON-DEPARTMENTAL (16100)</b>		<b>\$5,161,362</b>	<b>\$4,580,907</b>	<b>\$6,608,464</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			101 GENERAL FUND		10116100 Non-Departmental		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	0	10,000	512200	Printing and Binding	0	-10,000	-100.0%
2,261,053	2,200,000	2,255,755	513000	Utilities	2,200,000	-55,755	-2.5%
44,419	15,000	15,965	514100	Departmental Special Supplies	15,000	-965	-6.0%
321,250	0	262,975	514120	Disaster Supplies	0	-262,975	-100.0%
2,400	20,000	20,000	516100	Training & Education	20,000	0	0.0%
78	5,000	5,000	516600	Special Events & Meetings	6,500	1,500	30.0%
71,562	59,052	69,052	516700	Memberships & Dues	59,052	-10,000	-14.5%
1,995	0	0	517300	Advertising and Public Relatio	2,500	2,500	0.0%
208,712	227,550	227,550	517500	Contributions to Agencies	227,550	0	0.0%
21,411	25,000	25,000	517560	Special Event Grants	25,000	0	0.0%
217,104	160,000	160,000	520200	Credit Card Fees	160,000	0	0.0%
706,755	0	0	550130	Bad Debt Expense	0	0	0.0%
200,917	132,862	819,714	619800	Other Contractual Services	1,732,862	913,148	111.4%
0	626,443	626,443	650200	Insurance Premiums - Other	0	-626,443	-100.0%
<b>4,057,653</b>	<b>3,470,907</b>	<b>4,497,453</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>4,448,464</b>	<b>-48,989</b>	<b>-1.1%</b>
19,883	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
<b>19,883</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Debt Services</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
0	1,110,000	942,021	910200	Appropriated Reserve	2,160,000	1,217,979	129.3%
0	-2,750,000	(2,750,000)	910300	Projected Excess Appropriation	(3,000,000)	-250,000	9.1%
0	0	652,285	952309	Trsf Out To - Fund 309	0	-652,285	-100.0%
26,521	67,120	67,120	952414	Trsf Out To - Fund 414	0	-67,120	-100.0%
0	619,000	663,250	952420	Trsf Out To - Fund 420	2,742,000	2,078,750	313.4%
<b>26,521</b>	<b>-953,880</b>	<b>(425,324)</b>	<b>Total</b>	<b>Inter-Fund Transfers</b>	<b>1,902,000</b>	<b>2,327,324</b>	<b>-547.2%</b>
<b>4,104,057</b>	<b>2,517,027</b>	<b>4,072,129</b>	<b>Division Total</b>		<b>6,350,464</b>	<b>2,278,335</b>	<b>55.9%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			202		20216100		
			REFUSE DISPOSAL FUND		Non-Departmental		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
171,676	0	0	550130	Bad Debt Expense	0	0	0.0%
171,676	0	0	Total	Maint & Operations	0	0	0.0%
171,676	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			203		20316100			
			MUNICIPAL BUS LINES FUND		Non-Departmental			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	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 2021-22**

NON-DEPARTMENTAL			309		30916100			
			RISK MANAGEMENT FUND		Non-Departmental			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
55,935	0	0	512100	Office Expense	0	0	0.0%	
55,935	0	0	Total	Maint & Operations	0	0	0.0%	
55,935	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			310		31016100		
			CENTRAL STORES FUND		Non-Departmental		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
220,450	336,770	336,770	512400	Communications	379,400	42,630	12.7%
10,780	65,000	65,000	550110	Uniforms	65,000	0	0.0%
231,230	401,770	401,770	Total	Maint & Operations	444,400	42,630	10.6%
231,230	401,770	401,770	Division Total		444,400	42,630	10.6%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			415		41516100		
			PROP A LOCAL RETURN FUND		Non-Departmental		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
807,503	846,755	846,755	952203	Trsf Out To - Fund 203	801,822	-44,933	-5.3%
807,503	846,755	846,755	Total	Inter-Fund Transfers	801,822	-44,933	-5.3%
807,503	846,755	846,755	Division Total		801,822	-44,933	-5.3%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			424	42416100			
			PROP C LOCAL RETURN FUND	Non-Departmental			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
410,737	442,361	442,361	952203	Trsf Out To - Fund 203	332,545	-109,816	-24.8%
219,935	250,000	250,000	952411	Trsf Out To - Fund 411	197,781	-52,219	-20.9%
17,932	0	0	952414	Trsf Out To - Fund 414	0	0	0.0%
<b>648,603</b>	<b>692,361</b>	<b>692,361</b>	<b>Total</b>	<b>Inter-Fund Transfers</b>	<b>530,326</b>	<b>-162,035</b>	<b>-23.4%</b>
<b>648,603</b>	<b>692,361</b>	<b>692,361</b>	<b>Division Total</b>		<b>530,326</b>	<b>-162,035</b>	<b>-23.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			434		43416100			
			CC SAFE/CLEAN WATER PROTECTION		Non-Departmental			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
13,078	0	347	619800	Other Contractual Services	0	-347	-100.0%	
13,078	0	347	Total	Maint & Operations	0	-347	-100.0%	
13,078	0	347	Division Total		0	-347	-100.0%	



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			475		47516100		
			CULVER CITY PARKING AUTHORITY		Non-Departmental		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
113,460	150,000	150,000	520200	Credit Card Fees	150,000	0	0.0%
113,460	150,000	150,000	Total	Maint & Operations	150,000	0	0.0%
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%
1,313,460	1,350,000	1,350,000	Division Total		1,350,000	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL				485		48516100			
				COOP UNRESTRICTED CAP FUNDS		Non-Departmental			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	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%	



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
30100	PR&CS Administrative Division	680,738	737,587	720,536	-17,051	-2.3%
30110	Veteran's Memorial Complex	865,172	789,126	767,641	-21,485	-2.7%
30200	Recreation Division	662,624	863,819	811,290	-52,529	-6.1%
30211	Parks and Playgrounds Programs	306,878	366,201	369,513	3,312	0.9%
30212	Camp Programs	228,010	355,287	346,516	-8,771	-2.5%
30220	Pool and Aquatics Programs	660,406	848,375	837,709	-10,666	-1.3%
30233	Culver City After School Progr	264,289	368,730	369,337	607	0.2%
30240	Sports Programs	232,212	250,237	250,370	133	0.1%
30250	Rec and Enrichment Programs	671,890	824,040	827,665	3,625	0.4%
30260	Youth Center	83,921	151,090	145,408	-5,682	-3.8%
30270	Youth Mentoring Program	20,666	20,705	20,788	83	0.4%
30280	Community Events & Excursions	56,377	27,731	30,437	2,706	9.8%
30285	Comm Events-Fiesta La Ballona	104,678	10,348	31,291	20,943	202.4%
30300	Parks Division	2,845,721	2,723,704	2,901,063	177,359	6.5%
30400	Community Services	1,072,355	1,257,283	1,225,946	-31,337	-2.5%
30430	Volunteering	27,517	45,049	43,108	-1,941	-4.3%
<b>Fund Total</b>		<b>8,783,454</b>	<b>9,639,312</b>	<b>9,698,618</b>	<b>59,306</b>	<b>0.6%</b>



# PARKS, RECREATION & COMMUNITY SERVICES

**RESP. MGR.: ARMANDO ABREGO**

EXPENDITURE SUMMARY		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>414 - GRANTS OPERATING FUND</i>						
30410	Senior Nutrition - CI	257,823	264,200	0	-264,200	-100.0%
30415	Senior Nutrition - CII & 3B	62,942	72,405	0	-72,405	-100.0%
<b>Fund Total</b>		<b>320,766</b>	<b>336,604</b>	<b>0</b>	<b>-336,604</b>	<b>-100.0%</b>
<i>427 - CDBG OPERATING FUND</i>						
30440	Disability	7,341	28,500	44,000	15,500	54.4%
<b>Fund Total</b>		<b>7,341</b>	<b>28,500</b>	<b>44,000</b>	<b>15,500</b>	<b>54.4%</b>
<b>Department Total</b>		<b>\$9,111,561</b>	<b>\$10,004,417</b>	<b>\$9,742,618</b>	<b>-\$261,799</b>	<b>-2.6%</b>

2021/2022  
PROPOSED BUDGET

# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

REVENUE SUMMARY	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Filming Permit	17,302	27,170	27,000	-170	-0.6%
Comm Dev Block Grant (CDBG)	7,342	28,500	44,000	15,500	54.4%
NSIP Nutrition Svc Incentive C	20,999	0	0	0	0.0%
LAC WDACS Title III-B	1,169	1,000	0	-1,000	-100.0%
LAC WDACS Title III C	237,927	205,942	0	-205,942	-100.0%
Prop A: Maint & Srvc.	189,557	0	0	0	0.0%
Special Events	50	0	8,000	8,000	0.0%
Fiesta - Rides	76,934	0	0	0	0.0%
Fiesta - Vendors	3,055	0	0	0	0.0%
Fiesta - Sponsors	17,403	0	0	0	0.0%
After School Program	294,164	55,000	300,000	245,000	445.5%
Non-Resident Admin Charges	15,863	30,000	22,500	-7,500	-25.0%
Day Camp Fees	206,203	60,001	220,000	159,999	266.7%
Youth Camp Fees	56,041	94,050	45,000	-49,050	-52.2%
Recreation Park & Picnic Permi	86,300	94,050	100,000	5,950	6.3%
Park Programs Revenue	24,922	36,575	27,500	-9,075	-24.8%
Youth Sports Program Revenue	213,704	175,000	250,000	75,000	42.9%
Adult Sports Program Revenue	52,606	80,000	60,000	-20,000	-25.0%
Classes - Contracted Fees	542,685	249,998	650,000	400,002	160.0%
City Plunge (Pool) Admissions	106,410	151,525	151,000	-525	-0.3%
Pool Rental & Passes	124,821	172,425	100,000	-72,425	-42.0%
Aquatics Programs	8,150	103,455	103,000	-455	-0.4%
Aquatics Contract Classes	21,958	52,250	30,000	-22,250	-42.6%
Membership Fees	15,113	30,010	16,500	-13,510	-45.0%
Senior Center Rental	37,945	67,925	50,000	-17,925	-26.4%
Teen Center Rental	16,274	34,485	25,000	-9,485	-27.5%
Meeting Room Rental	273,414	1,200	275,000	273,800	22816.7%
Auditorium Rental	66,374	132,738	100,000	-32,738	-24.7%
Community Gardens	51	500	0	-500	-100.0%
Fitness Room Reimbursement	3,701	0	0	0	0.0%
Miscellaneous Revenue	26,436	34,500	0	-34,500	-100.0%
Donations	29,217	71,000	10,000	-61,000	-85.9%
Donations - Home Delivery	4,931	7,200	0	-7,200	-100.0%
Trsf In From - Fund 101	26,521	0	0	0	0.0%
General Revenues	6,286,020	8,007,918	7,128,118	-879,800	-11.0%
<b>Department Total</b>	<b>\$9,111,561</b>	<b>\$10,004,417</b>	<b>\$9,742,618</b>	<b>-\$261,799</b>	<b>-2.6%</b>



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10130100 PR&amp;CS Administration</u>					
Administrative Clerk *	0.00	0.00	1.00	1.00	100.0%
PR&CS Director	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	2.00	2.00	3.00	1.00	50.0%
<u>10130110 Veterans Memorial Complex</u>					
Recreation & Community Svcs Supervisor **	1.00	1.00	0.00	-1.00	-100.0%
Division Total	1.00	1.00	0.00	-1.00	-100.0%
<u>10130200 Recreation Services</u>					
Associate Analyst ^	0.00	0.00	1.00	1.00	0.0%
Recreation & Community Svcs Coordinator ***	2.00	2.00	3.00	1.00	50.0%
Recreation & Community Svcs Manager	1.00	1.00	1.00	0.00	0.0%
Recreation & Community Svcs Supervisor	3.00	3.00	3.00	0.00	-100.0%
Division Total	6.00	6.00	8.00	2.00	33.3%
<u>10130220 Pool &amp; Aquatics Programs</u>					
Recreation & Community Svcs Coordinator ***	1.00	1.00	0.00	-1.00	-100.0%
Division Total	1.00	1.00	0.00	-1.00	-100.0%
<u>10130250 Enrichment Programs</u>					
Administrative Clerk *	1.00	1.00	0.00	-1.00	-100.0%
Division Total	1.00	1.00	0.00	-1.00	-100.0%
<u>10130300 Parks Division</u>					
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Facilities Maint Crew Leader	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	3.00	3.00	3.00	0.00	0.0%
Maintenance Worker I	4.00	4.00	4.00	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	16.00	16.00	16.00	0.00	0.0%



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10130400 Community Services</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Associate Analyst ^	1.00	1.00	0.00	-1.00	-100.0%
Recreation & Community Svcs Coordinator ^^	2.69	2.69	3.00	0.31	11.5%
Recreation & Community Svcs Manager	1.00	1.00	1.00	0.00	0.0%
Recreation & Community Svcs Supervisor **, ^^	0.00	0.00	0.69	0.69	100.0%
Division Total	5.69	5.69	5.69	0.00	0.0%
<u>41430410 Senior Nutrition Project</u>					
Recreation & Community Svcs Coordinator ~	1.00	1.00	0.00	-1.00	-100.0%
Division Total	1.00	1.00	0.00	-1.00	-100.0%
<u>42730440 Disability Services</u>					
Recreation & Community Svcs Coordinator ^^	0.31	0.31	0.00	-0.31	-100.0%
Recreation & Community Svcs Supervisor ^^	0.00	0.00	0.31	0.31	100.0%
Division Total	0.31	0.31	0.31	0.00	0.0%
<b>Total Positions</b>	<b>34.00</b>	<b>34.00</b>	<b>33.00</b>	<b>-1.00</b>	<b>-2.9%</b>

\* Transfer one (1) Administrative Clerk from 10130250 - Enrichment Classes to 10130100 - PRCS Administration

\*\* Transfer one (1) Recreation &amp; Community Services Supervisor from 10130110 - Veterans Memorial Complex to 10130400 - Community Services

\*\*\* Transfer one (1) Recreation &amp; Community Services Coordinator from 10130220 - Aquatics to 10130200 - Recreation

^ Transfer one (1) Associate Analyst from 10130400 - Community Services to 10130200 - Recreation

^^ Transfer 0.31 of Recreation &amp; Community Services Coordinator from 42730440 - CDBG to 10130400 - Community Services

^^^ Transfer 0.31 of Recreation &amp; Community Services Supervisor from 10130400 - Community Services to 42730440 - CDBG

~ Eliminate one (1) vacant Recreation &amp; Community Services Coordinator position. LA County no longer funds program.



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

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

### GOALS

#### ***A) Ensure Long-term Financial Stability***

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.

*Status: The short-term objective to determine the best Return-on-Investment (ROI) and greatest reach has been identified as QR codes. The codes would allow customers to scan using their smart phone and automatically be linked to the PRCS webpage.*

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.

*Status: The action steps have evolved and were adjusted as follows:*

- a) Partner with IT to establish QR codes that link to PRCS webpages*
- b) Retool all fliers, postcards, and other hard copy marketing material to add QR codes and update followers on social media platforms*
- c) Reformat electronic and hard copy program, event and service evaluation forms to better capture how participants heard about us.*

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.





# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

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

*Status: The human resources necessary to complete the action steps has been or will be accomplished by re-directing existing staff at all levels to lead small teams to address action steps in a defined, timely manner.*

- a) Staff is working with IT to establish and implement QR codes.
- b) Create a marketing and social media campaign to promote QR Codes.
- c) Revise PRCS Electronic and hard copy Evaluation Forms to collect data on marketing efforts including QR Codes by August 15, 2021.

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.

*Status: The timeframe has been adjusted, with all tasks scheduled to be completed by August 15, 2021.*

5. The indicator for success will be increased awareness and enrollment in classes, programs, events, and activities.

*Status: The compiling of evaluation responses as to how the public became aware of our programs, events and activities will be on-going.*

## 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.

*Status: As part of the internal streamlining process, PRCS has undertaken a comprehensive paper file audit and implemented a records destruction program in compliance with the City Council adopted Records Retention Schedule. During this process, staff has gained a broader understanding of the Records Retention Schedule and its use. To improve external customer service, staff is taking the OpenForms training offered by the Information Technology (IT) Department. OpenForms are live forms on the City's website that are more efficient and user-friendly than the forms that were previously used by the Department.*

*As a cost saving measure, we did not renew a contract with Tripepi Smith for design of our quarterly activity guide "Culver City Living". Instead, PRCS Staff reformatted their initial layout and created more targeted marketing pieces, such as e-flyers which are colorful,*



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*focused and not text heavy. These items work better for sharing information on social media, GovDelivery posting, and email blasts through ActiveNet, as well as for traditional printed flyers for posting in parks and other sites.*

- 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.

*Status: The PRCS Department is consolidating existing orientation material to streamline the onboarding process of any new employees. We're working closely with Human Resources staff on including department specific information with their new City employee orientation process. These efforts will give Recreation and Community Services Coordinators consistent tools to orient new employees to the department.*

*Additionally, an ongoing training program is currently in the development phase. This program will include all full-time staff acting as both the trainers and trainees. Cross training, staff development, teamwork, and professional growth will be the objectives for the program.*

- 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.

*Status: Since March 2020, Senior Center classes, concerts and events have transferred entirely out of the Senior Center and gone virtual and telephonic. The Newsletter is currently being called the "Safer At Home Guide". Support groups, educational workshops and services such as Tax Aide have gone virtual as well. Current online classes include Heartfulness Meditation, Line Dancing, MindBodyDance, Tai Chi, Yoga, Zumba and others. We have hosted a luau and sing-alongs, adventures to National Parks, Metro public art sightseeing and so much more – all online. We have begun revamping the Senior Center Newsletter to better align with the Culver City Living publication.*

*We have also taken programming and services directly to our seniors door including: "Drive-By with the Culver City Fire Department," the "On the Porch" interview series, "Santa on Your Doorstep" for adults with developmental disabilities, flower bouquet delivery with Amazon Studios, plant delivery with community donations, handmade quilt delivery from Westside Quilters, "Blind Date with a Book" book delivery from the Senior Center library, yarn delivery to our knitters and crocheters, and more. Once the Senior Center building reopens, we will continue to offer hybrid (online and in-person) services and activities.*



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 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.

*Status: Staff added LA Goal and local performers as partners that have worked with us to expand services. Since March 2020, we've offered virtual and door-to-door events that were enhanced by donations from the community and entertainers providing their services pro bono. New programs have included a virtual luau with live entertainment broadcast from our Senior Center studio, "Santa at Your Doorstep," the "Drive-Through Abilities Carnival" and our partnership with LA Goal to advertise their virtual art show.*

- 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.

*Status: Due to the coronavirus pandemic, staff found a need to stay better connected with the community and hear their needs. We were able to address this in new, virtual ways which included the creation of a continually updated Virtual Recreation Center (VRC), online and social media-based events and scavenger hunts, virtual Fiesta La Ballona, Zooms with Santa, MLK JR. Events, online classes and entertainment as well as "drive-through" holiday celebrations for senior citizens.*

*In November, we heard of the challenges teens were facing and held a joint meeting with counselors and leadership from Culver City High School, City leaders and staff where we learned in greater depth the needs and struggles of our teen population. New PRCS teen programs were developed which began in January 2021. Enrollment numbers are strong and we were grateful for the promotion done by school district leaders.*

*We have and continue to meet the needs of working families by providing our Rec Extension program from 8 am to 5 pm. This program allows children from first to eighth grade an opportunity to complete distance learning school work as well as fun park activities in a safe, small-group environment supervised by PRCS staff. We started with 3<sup>rd</sup> through 6<sup>th</sup> graders. Base on feedback from parents, we expended in January 2021 to include the other grades.*

*We'll continue to expand the use of Social Media platforms such as Facebook, Instagram, Nextdoor and Twitter to hear from the public. We're working with IT to add Tik Tok and Facebook Live.*



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## 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.

*Status: We experienced much part-time staff attrition due to the coronavirus pandemic and realized that we did not have a sufficient amount of part-time staffing to support programming. We then worked with Human Resources to conduct three recruitments. We were able to hire ten new staffers by the end of 2020. After evaluation of individual skills and job specs, a decision was made to re-classify a few employees. Interviews to replace vacant Recreation Specialist positions are scheduled for February 2021.*

*Multiple meetings with management and supervisors took place with the goal of resetting standards and expectations and division of duties for staff performance, accountability and efficiency. A total of six part-time staff trainings have or will be held. Staff has also implemented new safety and program protocols which became necessary due to the coronavirus pandemic.*

*Regarding safety and consistency in programming, our staff did an outstanding job of pivoting during the pandemic to offer newly imagined, quality programs such as "Zoom with Santa," Rec Extension distanced learning, park and field rentals to local business owners displaced from indoor services, ongoing lap swimming opportunities for the community, new outdoor teen activities and innovative older adult offerings such as expanded home meal delivery, monthly special events, weekly calls to members and virtual classes.*

- Partner with the contracted irrigation consultants to begin conducting citywide irrigation audits to determine current irrigation system levels of noncompliance with the Model Water Efficient Landscape Ordinance (AB 1881). 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.

*Status: The Veterans Memorial Park and Syd Kronenthal Park irrigation audits have been completed. The consultant is finalizing the equipment upgrades and the costs for these audits. The next audits inline to perform are at Culver City Park and Culver City Park ball fields.*



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Replace and add new parcourse exercise equipment at Blanco Park, Lindberg Park, Veterans Memorial 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. After the installation of parcourse exercise equipment at the first three parks (Blanco, Veterans Memorial Park and Lindberg) is completed, Parks Division staff will be assessing Fox Hills Park for upgrades and replacement of parcourse exercise equipment. Based on this assessment and available funding, the top three exercise stations that have been identified as priorities will be completed first. The goal is to complete three to five exercise stations at Fox Hills Park over the next fiscal year. The next sites slated for the installation of hydrations stations are Tellefson Park, Syd Kronenthal Park and Culver West Alexander Park.

*Status: The Blanco Park and Lindberg Park equipment installations are complete. The Veterans Memorial Park install will begin at the completion of the Outdoor Basketball Courts project and we anticipate the completion by the end of April 2021. The Parks Division is in the process of conducting the site survey of the Fox Hills Park PAR equipment that needs replacement.*

*New hydration stations were installed at Veterans Memorial, Culver City and Tellefson Parks. Parks staff is working with Public Works staff and contractors to install new fountains at Syd Kronenthal Park and Culver West Alexander Park next.*

- 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.

*Status: PRCS staff has provided continual updates during the last one year's process at each milestone in the process. We have also met with the General Plan Advisory Committee to provide more updates effective February 4, 2021.*

- When necessary, provide childcare for City-approved public meetings including City Council, Commission, Board, and Committee meetings as directed by the City Council.

*Status: No further discussion has taken place regarding this directive from City Council due to all public meetings currently taking place online. Staff has a draft plan outlined in anticipation of the future implementation of this program.*





# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

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

### GOALS FOR FISCAL YEAR 2021/2022

#### ***A) Ensure Long-term Financial Stability***

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. For this fiscal year, the primary goal is to collect evaluation form data and identify which method of marketing are working best including QR Codes. As well as identify partner businesses and organizations that can include PRCS QR Codes in their mailings. Finally, identify opportunities to have QR Codes included in any City direct mailing campaign.
2. The action steps are to:
  - a) *Review and compile two sessions of evaluation forms to collect data.*
  - b) *Begin to identify the most effective types of marketing tools based on this data.*
  - c) *Reach out to businesses and organizations, including the Culver City Unified School District (CCUSD), to get information regarding their customer/subscriber notification/publication practices. Then, we will create a master notification calendar using this information. This calendar will provide an avenue for PRCS to request that these groups include our marketing pieces (e.g., flyers, postcards, notes with QR Codes, etc.) along with their notifications/publications.*
  - d) *Reformat electronic and hard copy program, event and service evaluation forms as needed.*
3. The human resources necessary to complete the action will be accomplished by re-directing existing staff at all levels to lead small teams to address these action steps in a defined, timely manner.
4. The timeframe for the action steps is July 2021 through June 2022.
5. The indicator for success will be applying the information/data collected to adapt programming, services, and events to better meet the needs of the community.



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## FISCAL YEAR 2021/2022 WORK PLANS

- **AB-1881 Model Water Efficient Landscape Ordinance (MWELO) Compliance:** Partner with the contracted irrigation consultants to continue conducting citywide irrigation audits of all the parks, City facilities and common areas, including the medians, parkways, and greenbelts, per the state mandated requirements of the Model Water Efficient Landscape Ordinance (MWELO) AB-1881. A primary goal is to determine current irrigation system levels of noncompliance with MWELO. Staff and consultants will then ascertain the necessary system upgrades and their costs to bring the City's irrigation into compliance with the ordinance. A related goal is to continue working with the IT Department and Calsense to upgrade the Calsense Central Controllers System to the new wireless systems throughout the City.
- **Infield Maintenance Schedule:** In an effort to better maintain high use park ball field infields, staff is creating a manageable maintenance schedule to fill in low spots, level infields, and keep the perimeters established, per the PRCS-initiated *Turf Consultant's Report on Park Fields in Culver City*. ("Turf Report"). Existing outdated equipment will be used until new equipment, per the recommendations of the Turf Report, can be purchased through the equipment replacement fund. The schedule will include a timeline for fence line & backstops repairs and replacement of outdated bleachers.
- **SB-1383 Compliance:** The City is mandated to use 3,100 tons of organic material (mulch and compost) in all of the city's landscape areas and facilities, where applicable. The goal of the mandate is to displace that amount of green waste tonnage going into landfills. The City is now required by the state to track and report quantitatively how they are complying with this new mandate through accurate record keeping of the purchase of the certified organic material, where it was used, and regularly reporting to the state. Ongoing discussions are being held with Public Works Department/Environmental Programs and Operations staff on the details and how to implement this, and the cost impact to the City and each department's budget.
- **Expand Youth Programs:** Continue the expansion of programs for teenagers beyond Teen Center-based activities which have historically attracted only middle school aged students. The focus will be on connecting teens to outdoor recreation experiences at various parks, community, and cultural field trips (when allowed) and other diverse offerings where respect, inclusion and fun are key elements. Senior & Social Services will continue to research and expand teen resources for mental health support including identifying viable space to host services. We'll continue working with CCUSD on collaborative outreach plan and the development of programs and services to target this age group.
- **Develop Non-Traditional Programming:** The pandemic has underlined the value and necessity of non-traditional programming. We will continue the development of virtual



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

programming and events for all age groups. Special emphasis will be placed on senior citizens who may be isolated and unable to participate in site-based activities. New programming will include, but not be limited to, education, art and fitness classes, live performances and “drive-by” or “drive-in” events.

- Offer More Safety Trainings: Increase the number of safety trainings offered for both staff and the public. Each of our five part-time swimming pool managers has current certification to teach CPR, First Aid and Lifeguard Training courses. This resource was left untapped this year due to the coronavirus pandemic. We are very hopeful that we can resume these programs and expand their reach in the 2021/22 fiscal year.
- Evaluate Field Allocation Practices: Continue the process of evaluating and refining historic practices as they relate to field allocation and use by community sports organizations and other organizations. Define and clarify field allocation procedures for increased transparency, inclusiveness and equity for all age groups, skills levels, and organizations.



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130100 PR&amp;CS Administrative Division</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
317,960	313,577	313,577	411100	Regular Salaries	304,365	-9,212	-2.9%
8,384	8,320	8,320	431000	Deferred Compensation	8,320	0	0.0%
20,410	19,935	19,935	432000	Social Security	20,641	706	3.5%
24,956	23,386	23,386	433000	Retirement - Employer	20,556	-2,830	-12.1%
61,647	52,577	52,577	433050	Retirement-Unfunded Liability	58,759	6,182	11.8%
11,415	18,327	18,327	434000	Workers Compensation	15,964	-2,363	-12.9%
30,065	30,931	30,931	435000	Group Insurance	20,420	-10,511	-34.0%
1,310	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
56,085	58,562	58,562	435500	Retiree Insurance	54,010	-4,552	-7.8%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
3,325	3,300	3,300	437500	Longevity Pay	9,000	5,700	172.7%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,555	2,535	2,535	438500	Cell Phone Allowance	2,535	0	0.0%
<b>543,646</b>	<b>538,250</b>	<b>538,250</b>	<b>Total</b>	<b>Personnel Services</b>	<b>521,370</b>	<b>-16,880</b>	<b>-3.1%</b>
916	400	400	512100	Office Expense	390	-10	-2.5%
1,201	1,010	1,010	512400	Communications	1,010	0	0.0%
586	300	300	514100	Departmental Special Supplies	300	0	0.0%
40	0	3,000	516500	Conferences & Conventions	0	-3,000	-100.0%
308	0	0	516600	Special Events & Meetings	0	0	0.0%
1,135	1,130	1,130	516700	Memberships & Dues	1,820	690	61.1%
3,031	3,530	7,310	517000	City Commission Expenses	7,305	-5	-0.1%
500	5,000	5,000	517500	Contributions to Agencies	5,000	0	0.0%
1,008	2,336	2,336	517850	Employee Recognition Events	2,336	0	0.0%
107,488	172,956	172,956	520210	ActiveNet Fees	175,535	2,579	1.5%
13,600	0	0	619800	Other Contractual Services	0	0	0.0%
7,278	5,895	5,895	650300	Liability Reserve Charge	5,470	-425	-7.2%
<b>137,091</b>	<b>192,557</b>	<b>199,337</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>199,166</b>	<b>-171</b>	<b>-0.1%</b>
<b>680,738</b>	<b>730,807</b>	<b>737,587</b>	<b>Division Total</b>		<b>720,536</b>	<b>-17,051</b>	<b>-2.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130110 Veteran's Memorial Complex			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
156,751	201,395	201,395	411100	Regular Salaries	94,796	-106,599	-52.9%
222,300	265,826	265,826	411200	Part-Time Salaries	265,826	0	0.0%
2,805	1,346	1,346	411310	Overtime-Regular	1,346	0	0.0%
3,712	4,160	4,160	431000	Deferred Compensation	4,160	0	0.0%
17,675	14,681	14,681	432000	Social Security	14,681	0	0.0%
18,609	20,294	20,294	433000	Retirement - Employer	12,198	-8,096	-39.9%
34,017	32,484	32,484	433050	Retirement-Unfunded Liability	18,166	-14,318	-44.1%
9,586	19,370	19,370	434000	Workers Compensation	23,951	4,581	23.6%
16,530	30,931	30,931	435000	Group Insurance	17,970	-12,961	-41.9%
699	1,300	1,300	435400	Retiree Health Savings	650	-650	-50.0%
11,048	8,831	8,831	435500	Retiree Insurance	19,830	10,999	124.5%
64	0	0	436000	State Disability Insurance	0	0	0.0%
692	1,000	1,000	437000	Mgt Health Ben	500	-500	-50.0%
3,777	2,100	2,100	437500	Longevity Pay	7,200	5,100	242.9%
870	1,950	1,950	438500	Cell Phone Allowance	975	-975	-50.0%
<b>499,135</b>	<b>605,668</b>	<b>605,668</b>	<b>Total</b>	<b>Personnel Services</b>	<b>482,249</b>	<b>-123,419</b>	<b>-20.4%</b>
5,398	3,376	3,376	512100	Office Expense	2,376	-1,000	-29.6%
361	300	300	512400	Communications	300	0	0.0%
2,782	3,352	1,352	514100	Departmental Special Supplies	3,352	2,000	147.9%
0	3,600	254	514600	Small Tools & Equipment	3,600	3,346	1317.3%
50	228	228	516100	Training & Education	1,228	1,000	438.6%
595	0	0	516500	Conferences & Conventions	0	0	0.0%
145	0	0	516700	Memberships & Dues	0	0	0.0%
0	3,000	4,896	550110	Uniforms	0	-4,896	-100.0%
0	900	0	600200	R&M - Equipment	900	900	0.0%
261,657	159,329	159,871	619800	Other Contractual Services	265,430	105,559	66.0%
6,111	6,231	6,231	650300	Liability Reserve Charge	8,206	1,975	31.7%
<b>277,099</b>	<b>180,316</b>	<b>176,508</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>285,392</b>	<b>108,884</b>	<b>61.7%</b>
88,938	0	6,950	740100	Furniture & Furnishings	0	-6,950	-100.0%
<b>88,938</b>	<b>0</b>	<b>6,950</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-6,950</b>	<b>-100.0%</b>
<b>865,172</b>	<b>785,984</b>	<b>789,126</b>	<b>Division Total</b>		<b>767,641</b>	<b>-21,485</b>	<b>-2.7%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130200 Recreation Division</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
395,712	534,153	534,153	411100	Regular Salaries	473,943	-60,210	-11.3%
476	0	0	411200	Part-Time Salaries	0	0	0.0%
4,764	0	0	411310	Overtime-Regular	0	0	0.0%
6,384	5,720	5,720	431000	Deferred Compensation	8,320	2,600	45.5%
30,154	39,963	39,963	432000	Social Security	39,963	0	0.0%
28,825	38,721	38,721	433000	Retirement - Employer	31,058	-7,663	-19.8%
73,628	87,984	87,984	433050	Retirement-Unfunded Liability	88,778	794	0.9%
14,111	24,360	24,360	434000	Workers Compensation	26,366	2,006	8.2%
42,273	65,411	65,411	435000	Group Insurance	58,810	-6,601	-10.1%
2,818	3,900	3,900	435400	Retiree Health Savings	3,250	-650	-16.7%
28,094	28,064	28,064	435500	Retiree Insurance	27,970	-94	-0.3%
939	998	998	436000	State Disability Insurance	359	-639	-64.0%
1,135	1,500	1,500	437000	Mgt Health Ben	2,000	500	33.3%
6,802	7,200	7,200	437500	Longevity Pay	3,300	-3,900	-54.2%
1,661	2,925	2,925	438500	Cell Phone Allowance	3,900	975	33.3%
<b>637,776</b>	<b>840,899</b>	<b>840,899</b>	<b>Total</b>	<b>Personnel Services</b>	<b>768,017</b>	<b>-72,882</b>	<b>-8.7%</b>
512	1,200	1,200	512100	Office Expense	2,700	1,500	125.0%
4,261	3,580	3,580	512400	Communications	3,580	0	0.0%
913	1,000	1,000	514100	Departmental Special Supplies	1,000	0	0.0%
1,513	250	2,237	516100	Training & Education	3,886	1,649	73.7%
450	0	0	516500	Conferences & Conventions	0	0	0.0%
880	1,765	1,765	516700	Memberships & Dues	1,250	-515	-29.2%
0	0	0	550110	Uniforms	9,500	9,500	0.0%
0	400	0	600200	R&M - Equipment	0	0	0.0%
6,300	5,302	5,302	600800	Equip Maint Expenses	12,253	6,951	131.1%
71	0	0	605400	Amortization of Equipment	71	71	0.0%
950	0	0	619800	Other Contractual Services	0	0	0.0%
8,997	7,836	7,836	650300	Liability Reserve Charge	9,033	1,197	15.3%
<b>24,848</b>	<b>21,333</b>	<b>22,920</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>43,273</b>	<b>20,353</b>	<b>88.8%</b>
<b>662,624</b>	<b>862,232</b>	<b>863,819</b>	<b>Division Total</b>		<b>811,290</b>	<b>-52,529</b>	<b>-6.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130211 Parks and Playgrounds Programs			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
9,326	0	0	411100	Regular Salaries	0	0	0.0%
264,782	316,549	312,769	411200	Part-Time Salaries	316,549	3,780	1.2%
2,155	0	0	411310	Overtime-Regular	0	0	0.0%
4,006	17,204	17,204	432000	Social Security	17,204	0	0.0%
9,669	11,081	11,081	433000	Retirement - Employer	11,081	0	0.0%
8,550	16,565	16,565	434000	Workers Compensation	16,777	212	1.3%
<b>298,488</b>	<b>361,399</b>	<b>357,619</b>	<b>Total</b>	<b>Personnel Services</b>	<b>361,611</b>	<b>3,992</b>	<b>1.1%</b>
164	154	154	512100	Office Expense	154	0	0.0%
2,776	2,000	2,000	514100	Departmental Special Supplies	2,000	0	0.0%
0	1,100	1,100	550110	Uniforms	0	-1,100	-100.0%
5,451	5,328	5,328	650300	Liability Reserve Charge	5,748	420	7.9%
<b>8,391</b>	<b>8,582</b>	<b>8,582</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>7,902</b>	<b>-680</b>	<b>-7.9%</b>
<b>306,878</b>	<b>369,981</b>	<b>366,201</b>	<b>Division Total</b>		<b>369,513</b>	<b>3,312</b>	<b>0.9%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND		10130212 Camp Programs		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
665	0	0	411100	Regular Salaries	0	0	0.0%
151,978	233,655	233,655	411200	Part-Time Salaries	233,655	0	0.0%
119	0	0	411310	Overtime-Regular	0	0	0.0%
2,368	16,879	16,879	432000	Social Security	16,879	0	0.0%
5,474	10,588	10,588	433000	Retirement - Employer	8,180	-2,408	-22.7%
7,062	12,227	12,227	434000	Workers Compensation	12,384	157	1.3%
<b>167,666</b>	<b>273,349</b>	<b>273,349</b>	<b>Total</b>	<b>Personnel Services</b>	<b>271,098</b>	<b>-2,251</b>	<b>-0.8%</b>
0	500	500	512100	Office Expense	0	-500	-100.0%
10,601	20,075	22,075	514100	Departmental Special Supplies	20,075	-2,000	-9.1%
0	200	200	516100	Training & Education	0	-200	-100.0%
27,901	32,730	32,730	516600	Special Events & Meetings	31,000	-1,730	-5.3%
0	2,400	2,400	550110	Uniforms	0	-2,400	-100.0%
17,340	20,100	20,100	619800	Other Contractual Services	20,100	0	0.0%
4,502	3,933	3,933	650300	Liability Reserve Charge	4,243	310	7.9%
<b>60,343</b>	<b>79,938</b>	<b>81,938</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>75,418</b>	<b>-6,520</b>	<b>-8.0%</b>
<b>228,010</b>	<b>353,287</b>	<b>355,287</b>	<b>Division Total</b>		<b>346,516</b>	<b>-8,771</b>	<b>-2.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND		10130220 Pool and Aquatics Programs		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
34,609	74,334	74,334	411100	Regular Salaries	75,396	1,062	1.4%
472,366	554,305	554,305	411200	Part-Time Salaries	554,305	0	0.0%
0	530	530	411310	Overtime-Regular	530	0	0.0%
786	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
11,504	37,941	37,941	432000	Social Security	37,941	0	0.0%
20,249	26,687	26,687	433000	Retirement - Employer	23,315	-3,372	-12.6%
17,364	12,203	12,203	433050	Retirement-Unfunded Liability	14,710	2,507	20.5%
15,703	32,897	32,897	434000	Workers Compensation	33,315	418	1.3%
9,422	9,682	9,682	435000	Group Insurance	10,210	528	5.5%
328	650	650	435400	Retiree Health Savings	650	0	0.0%
142	335	335	436000	State Disability Insurance	403	68	20.3%
75	0	0	438500	Cell Phone Allowance	0	0	0.0%
<b>582,546</b>	<b>751,124</b>	<b>751,124</b>	<b>Total</b>	<b>Personnel Services</b>	<b>752,335</b>	<b>1,211</b>	<b>0.2%</b>
1,229	1,000	1,000	512100	Office Expense	1,000	0	0.0%
484	410	410	512400	Communications	410	0	0.0%
2,860	6,000	8,862	514100	Departmental Special Supplies	6,000	-2,862	-32.3%
1,024	2,750	2,350	514600	Small Tools & Equipment	2,750	400	17.0%
2,149	0	700	516100	Training & Education	0	-700	-100.0%
490	0	0	516500	Conferences & Conventions	0	0	0.0%
20	0	0	516600	Special Events & Meetings	0	0	0.0%
305	330	330	516700	Memberships & Dues	0	-330	-100.0%
0	6,359	6,359	520210	ActiveNet Fees	0	-6,359	-100.0%
1,289	3,300	3,209	550110	Uniforms	2,800	-409	-12.8%
3,263	16,000	16,064	600200	R&M - Equipment	16,000	-64	-0.4%
15,371	45,000	45,000	619800	Other Contractual Services	45,000	0	0.0%
10,012	10,582	10,582	650300	Liability Reserve Charge	11,414	832	7.9%
<b>38,495</b>	<b>91,731</b>	<b>94,866</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>85,374</b>	<b>-9,492</b>	<b>-10.0%</b>
39,365	0	2,386	732120	Departmental Special Equipment	0	-2,386	-100.0%
<b>39,365</b>	<b>0</b>	<b>2,386</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-2,386</b>	<b>-100.0%</b>
<b>660,406</b>	<b>842,855</b>	<b>848,375</b>	<b>Division Total</b>		<b>837,709</b>	<b>-10,666</b>	<b>-1.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130233 Culver City After School Progr			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
343	0	0	411100	Regular Salaries	0	0	0.0%
229,144	303,811	303,811	411200	Part-Time Salaries	303,811	0	0.0%
17	0	0	431000	Deferred Compensation	0	0	0.0%
3,635	19,428	19,428	432000	Social Security	19,428	0	0.0%
8,183	9,937	9,937	433000	Retirement - Employer	9,937	0	0.0%
7,804	15,898	15,898	434000	Workers Compensation	16,102	204	1.3%
7	0	0	435400	Retiree Health Savings	0	0	0.0%
8	0	0	436000	State Disability Insurance	0	0	0.0%
<b>249,142</b>	<b>349,074</b>	<b>349,074</b>	<b>Total</b>	<b>Personnel Services</b>	<b>349,278</b>	<b>204</b>	<b>0.1%</b>
88	0	0	512100	Office Expense	0	0	0.0%
242	200	200	512400	Communications	200	0	0.0%
8,116	12,027	5,797	514100	Departmental Special Supplies	12,027	6,230	107.5%
455	750	750	514200	Dances & Special Programs	0	-750	-100.0%
0	565	565	516600	Special Events & Meetings	0	-565	-100.0%
0	800	0	550110	Uniforms	0	0	0.0%
1,270	1,000	1,000	619800	Other Contractual Services	2,315	1,315	131.5%
4,976	5,114	5,114	650300	Liability Reserve Charge	5,517	403	7.9%
<b>15,148</b>	<b>20,456</b>	<b>13,426</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>20,059</b>	<b>6,633</b>	<b>49.4%</b>
0	0	6,230	740100	Furniture & Furnishings	0	-6,230	-100.0%
<b>0</b>	<b>0</b>	<b>6,230</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-6,230</b>	<b>-100.0%</b>
<b>264,289</b>	<b>369,530</b>	<b>368,730</b>	<b>Division Total</b>		<b>369,337</b>	<b>607</b>	<b>0.2%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130240 Sports Programs</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
8,012	8,277	8,277	435500	Retiree Insurance	8,410	133	1.6%
<b>8,012</b>	<b>8,277</b>	<b>8,277</b>	<b>Total</b>	<b>Personnel Services</b>	<b>8,410</b>	<b>133</b>	<b>1.6%</b>
150	0	0	516700	Memberships & Dues	0	0	0.0%
224,050	241,960	241,960	619800	Other Contractual Services	241,960	0	0.0%
<b>224,200</b>	<b>241,960</b>	<b>241,960</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>241,960</b>	<b>0</b>	<b>0.0%</b>
<b>232,212</b>	<b>250,237</b>	<b>250,237</b>	<b>Division Total</b>		<b>250,370</b>	<b>133</b>	<b>0.1%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130250 Rec and Enrichment Programs</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
53,391	52,204	52,204	411100	Regular Salaries	55,660	3,456	6.6%
116,678	73,901	73,901	411200	Part-Time Salaries	73,901	0	0.0%
300	0	0	411310	Overtime-Regular	0	0	0.0%
1,569	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
7,420	3,872	3,872	432000	Social Security	4,031	159	4.1%
9,553	6,596	6,596	433000	Retirement - Employer	6,318	-278	-4.2%
7,903	9,431	9,431	433050	Retirement-Unfunded Liability	10,665	1,234	13.1%
5,124	6,588	6,588	434000	Workers Compensation	6,684	96	1.5%
9,422	9,682	9,682	435000	Group Insurance	10,210	528	5.5%
654	650	650	435400	Retiree Health Savings	650	0	0.0%
245	232	232	436000	State Disability Insurance	291	59	25.4%
75	0	0	438500	Cell Phone Allowance	0	0	0.0%
<b>212,335</b>	<b>164,716</b>	<b>164,716</b>	<b>Total</b>	<b>Personnel Services</b>	<b>169,970</b>	<b>5,254</b>	<b>3.2%</b>
1,223	600	600	512100	Office Expense	0	-600	-100.0%
1,282	2,500	2,500	514100	Departmental Special Supplies	2,500	0	0.0%
150	300	300	516700	Memberships & Dues	0	-300	-100.0%
0	900	900	550110	Uniforms	0	-900	-100.0%
453,633	652,905	652,905	619800	Other Contractual Services	652,905	0	0.0%
3,267	2,119	2,119	650300	Liability Reserve Charge	2,290	171	8.1%
<b>459,555</b>	<b>659,324</b>	<b>659,324</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>657,695</b>	<b>-1,629</b>	<b>-0.2%</b>
<b>671,890</b>	<b>824,040</b>	<b>824,040</b>	<b>Division Total</b>		<b>827,665</b>	<b>3,625</b>	<b>0.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130260 Youth Center</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
765	0	0	411100	Regular Salaries	0	0	0.0%
68,917	120,950	120,950	411200	Part-Time Salaries	120,950	0	0.0%
1,111	9,252	9,252	432000	Social Security	9,252	0	0.0%
2,518	0	0	433000	Retirement - Employer	0	0	0.0%
0	4,237	4,237	433500	Retirement - Employee	0	-4,237	-100.0%
2,639	6,329	6,329	434000	Workers Compensation	6,410	81	1.3%
<b>75,949</b>	<b>140,768</b>	<b>140,768</b>	<b>Total</b>	<b>Personnel Services</b>	<b>136,612</b>	<b>-4,156</b>	<b>-3.0%</b>
2,170	2,800	2,800	514100	Departmental Special Supplies	2,800	0	0.0%
1,120	1,500	1,500	514200	Dances & Special Programs	1,500	0	0.0%
0	886	886	516100	Training & Education	0	-886	-100.0%
0	800	800	550110	Uniforms	0	-800	-100.0%
3,000	2,300	2,300	619800	Other Contractual Services	2,300	0	0.0%
1,683	2,036	2,036	650300	Liability Reserve Charge	2,196	160	7.9%
<b>7,973</b>	<b>10,322</b>	<b>10,322</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>8,796</b>	<b>-1,526</b>	<b>-14.8%</b>
<b>83,921</b>	<b>151,090</b>	<b>151,090</b>	<b>Division Total</b>		<b>145,408</b>	<b>-5,682</b>	<b>-3.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130270 Youth Mentoring Program</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
18,937	17,576	17,576	411200	Part-Time Salaries	17,576	0	0.0%
275	1,345	1,345	432000	Social Security	1,345	0	0.0%
663	616	616	433000	Retirement - Employer	616	0	0.0%
484	884	884	434000	Workers Compensation	932	48	5.4%
<b>20,358</b>	<b>20,421</b>	<b>20,421</b>	<b>Total</b>	<b>Personnel Services</b>	<b>20,469</b>	<b>48</b>	<b>0.2%</b>
308	284	284	650300	Liability Reserve Charge	319	35	12.3%
<b>308</b>	<b>284</b>	<b>284</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>319</b>	<b>35</b>	<b>12.3%</b>
<b>20,666</b>	<b>20,705</b>	<b>20,705</b>	<b>Division Total</b>		<b>20,788</b>	<b>83</b>	<b>0.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND		10130280 Community Events & Excursions		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
113	0	0	411100	Regular Salaries	0	0	0.0%
17,681	6,496	6,496	411200	Part-Time Salaries	6,496	0	0.0%
5,534	0	0	411310	Overtime-Regular	0	0	0.0%
43	0	0	431000	Deferred Compensation	0	0	0.0%
523	499	499	432000	Social Security	499	0	0.0%
761	230	230	433000	Retirement - Employer	230	0	0.0%
824	340	340	434000	Workers Compensation	344	4	1.2%
18	0	0	435400	Retiree Health Savings	0	0	0.0%
14	0	0	436000	State Disability Insurance	0	0	0.0%
<b>25,510</b>	<b>7,565</b>	<b>7,565</b>	<b>Total</b>	<b>Personnel Services</b>	<b>7,569</b>	<b>4</b>	<b>0.1%</b>
4,038	280	13,043	514100	Departmental Special Supplies	15,000	1,957	15.0%
26,305	0	7,014	619800	Other Contractual Services	7,750	736	10.5%
525	109	109	650300	Liability Reserve Charge	118	9	8.3%
<b>30,868</b>	<b>389</b>	<b>20,166</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>22,868</b>	<b>2,702</b>	<b>13.4%</b>
<b>56,377</b>	<b>7,954</b>	<b>27,731</b>	<b>Division Total</b>		<b>30,437</b>	<b>2,706</b>	<b>9.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130285 Comm Events-Fiesta La Ballona</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
4,100	1,000	1,000	411200	Part-Time Salaries	1,000	0	0.0%
59	0	0	432000	Social Security	0	0	0.0%
144	0	0	433000	Retirement - Employer	0	0	0.0%
0	1,020	1,020	434000	Workers Compensation	53	-967	-94.8%
<b>4,303</b>	<b>2,020</b>	<b>2,020</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,053</b>	<b>-967</b>	<b>-47.9%</b>
9,344	3,000	3,000	514100	Departmental Special Supplies	5,820	2,820	94.0%
2,160	0	0	517300	Advertising and Public Relatio	0	0	0.0%
88,871	5,000	5,000	619800	Other Contractual Services	24,400	19,400	388.0%
0	328	328	650300	Liability Reserve Charge	18	-310	-94.5%
<b>100,375</b>	<b>8,328</b>	<b>8,328</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>30,238</b>	<b>21,910</b>	<b>263.1%</b>
<b>104,678</b>	<b>10,348</b>	<b>10,348</b>	<b>Division Total</b>		<b>31,291</b>	<b>20,943</b>	<b>202.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>101 GENERAL FUND</b>		<b>10130300 Parks Division</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
1,139,236	1,142,564	1,142,564	411100	Regular Salaries	1,173,646	31,082	2.7%
1,806	4,284	4,284	411310	Overtime-Regular	4,284	0	0.0%
29,156	28,600	28,600	431000	Deferred Compensation	30,160	1,560	5.5%
86,661	83,642	83,642	432000	Social Security	84,682	1,040	1.2%
91,316	89,911	89,911	433000	Retirement - Employer	81,521	-8,390	-9.3%
183,956	203,007	203,007	433050	Retirement-Unfunded Liability	233,025	30,018	14.8%
34,784	58,184	58,184	434000	Workers Compensation	58,779	595	1.0%
267,427	272,476	272,476	435000	Group Insurance	300,280	27,804	10.2%
10,190	10,400	10,400	435400	Retiree Health Savings	10,400	0	0.0%
43,702	46,798	46,798	435500	Retiree Insurance	40,720	-6,078	-13.0%
4,363	4,208	4,208	436000	State Disability Insurance	5,103	895	21.3%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
64,357	63,900	63,900	437500	Longevity Pay	65,100	1,200	1.9%
2,158	1,950	1,950	438500	Cell Phone Allowance	2,600	650	33.3%
<b>1,960,111</b>	<b>2,010,924</b>	<b>2,010,924</b>	<b>Total</b>	<b>Personnel Services</b>	<b>2,091,300</b>	<b>80,376</b>	<b>4.0%</b>
1,715	1,000	1,000	512100	Office Expense	650	-350	-35.0%
163	0	0	512200	Printing and Binding	0	0	0.0%
1,262	1,060	1,500	512400	Communications	1,060	-440	-29.3%
136,172	105,000	105,000	513000	Utilities	105,000	0	0.0%
74,865	51,181	74,381	514100	Departmental Special Supplies	53,662	-20,719	-27.9%
270	0	0	516100	Training & Education	0	0	0.0%
1,160	0	0	516500	Conferences & Conventions	0	0	0.0%
0	600	600	516600	Special Events & Meetings	333	-267	-44.5%
1,141	1,050	1,050	516700	Memberships & Dues	992	-58	-5.5%
91	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%
6,508	9,000	9,000	550110	Uniforms	9,000	0	0.0%
4,794	6,000	6,000	600200	R&M - Equipment	4,500	-1,500	-25.0%
135,180	100,297	100,297	600800	Equip Maint Expenses	187,741	87,444	87.2%
54,957	0	0	605400	Amortization of Equipment	54,957	54,957	0.0%
0	100	100	619600	Drug Testing Program	100	0	0.0%
445,156	296,448	394,136	619800	Other Contractual Services	371,629	-22,507	-5.7%
22,176	18,716	18,716	650300	Liability Reserve Charge	20,139	1,423	7.6%
<b>885,610</b>	<b>590,452</b>	<b>711,780</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>809,763</b>	<b>97,983</b>	<b>13.8%</b>
0	0	1,000	732160	IT Equipment - Software	0	-1,000	-100.0%
<b>0</b>	<b>0</b>	<b>1,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-1,000</b>	<b>-100.0%</b>
<b>2,845,721</b>	<b>2,601,376</b>	<b>2,723,704</b>	<b>Division Total</b>		<b>2,901,063</b>	<b>177,359</b>	<b>6.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130400 Community Services			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
433,312	514,750	504,750	411100	Regular Salaries	535,436	30,686	6.1%
182,481	132,673	132,673	411200	Part-Time Salaries	132,673	0	0.0%
83	551	551	411310	Overtime-Regular	551	0	0.0%
7,156	7,280	7,280	431000	Deferred Compensation	8,840	1,560	21.4%
35,495	50,763	50,763	432000	Social Security	42,771	-7,992	-15.7%
41,211	43,800	43,800	433000	Retirement - Employer	42,903	-897	-2.0%
69,548	85,222	85,222	433050	Retirement-Unfunded Liability	105,280	20,058	23.5%
22,522	40,361	40,361	434000	Workers Compensation	34,293	-6,068	-15.0%
45,062	58,092	58,092	435000	Group Insurance	79,230	21,138	36.4%
3,323	3,900	3,900	435400	Retiree Health Savings	4,550	650	16.7%
117,211	122,241	122,241	435500	Retiree Insurance	116,820	-5,421	-4.4%
1,255	1,584	1,584	436000	State Disability Insurance	2,241	657	41.5%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
7,255	7,800	7,800	437500	Longevity Pay	7,200	-600	-7.7%
2,598	975	975	438500	Cell Phone Allowance	2,275	1,300	133.3%
(7,341)	0	0	499500	Contra-Salaries	0	0	0.0%
<b>961,670</b>	<b>1,070,492</b>	<b>1,060,492</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,115,563</b>	<b>55,071</b>	<b>5.2%</b>
2,625	3,600	2,340	512100	Office Expense	3,000	660	28.2%
422	350	1,610	512400	Communications	350	-1,260	-78.3%
4,480	5,998	5,998	514100	Departmental Special Supplies	6,598	600	10.0%
50	0	0	516100	Training & Education	0	0	0.0%
2,545	0	0	516500	Conferences & Conventions	0	0	0.0%
184	0	0	516600	Special Events & Meetings	0	0	0.0%
1,013	660	660	516700	Memberships & Dues	685	25	3.8%
0	200	200	518300	Auto Mileage Reimbursement	0	-200	-100.0%
0	0	10,000	610400	Consulting Services	0	-10,000	-100.0%
79,849	163,000	163,000	619800	Other Contractual Services	88,000	-75,000	-46.0%
11,842	12,983	12,983	650300	Liability Reserve Charge	11,750	-1,233	-9.5%
<b>103,009</b>	<b>186,791</b>	<b>196,791</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>110,383</b>	<b>-86,408</b>	<b>-43.9%</b>
7,676	0	0	732120	Departmental Special Equipment	0	0	0.0%
<b>7,676</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>1,072,355</b>	<b>1,257,283</b>	<b>1,257,283</b>	<b>Division Total</b>		<b>1,225,946</b>	<b>-31,337</b>	<b>-2.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130430 Volunteering			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
8,768	0	0	411100	Regular Salaries	0	0	0.0%
0	33,620	33,620	411200	Part-Time Salaries	33,620	0	0.0%
132	0	0	431000	Deferred Compensation	0	0	0.0%
610	2,570	2,570	432000	Social Security	2,570	0	0.0%
216	1,180	1,180	433000	Retirement - Employer	1,180	0	0.0%
11,211	0	0	433050	Retirement-Unfunded Liability	0	0	0.0%
1,393	1,197	1,197	434000	Workers Compensation	1,222	25	2.1%
55	0	0	435400	Retiree Health Savings	0	0	0.0%
16	0	0	436000	State Disability Insurance	0	0	0.0%
<b>22,400</b>	<b>38,567</b>	<b>38,567</b>	<b>Total</b>	<b>Personnel Services</b>	<b>38,592</b>	<b>25</b>	<b>0.1%</b>
1,154	960	0	512100	Office Expense	300	300	0.0%
2,611	2,152	3,112	514100	Departmental Special Supplies	3,797	685	22.0%
298	0	2,000	516500	Conferences & Conventions	0	-2,000	-100.0%
40	0	0	516600	Special Events & Meetings	0	0	0.0%
125	0	0	516700	Memberships & Dues	0	0	0.0%
0	985	985	517100	Subscriptions	0	-985	-100.0%
888	385	385	650300	Liability Reserve Charge	419	34	8.8%
<b>5,116</b>	<b>4,482</b>	<b>6,482</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>4,516</b>	<b>-1,966</b>	<b>-30.3%</b>
<b>27,517</b>	<b>43,049</b>	<b>45,049</b>	<b>Division Total</b>		<b>43,108</b>	<b>-1,941</b>	<b>-4.3%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			414	41430410			
			OPERATING GRANTS FUND	Senior Nutrition - CI			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
51,566	72,228	72,228	411100	Regular Salaries	0	-72,228	-100.0%
14,128	39,010	39,010	411200	Part-Time Salaries	0	-39,010	-100.0%
203	0	0	411310	Overtime-Regular	0	0	0.0%
709	1,560	1,560	431000	Deferred Compensation	0	-1,560	-100.0%
3,496	5,830	5,830	432000	Social Security	0	-5,830	-100.0%
3,596	5,829	5,829	433000	Retirement - Employer	0	-5,829	-100.0%
16,351	11,610	11,610	433050	Retirement-Unfunded Liability	0	-11,610	-100.0%
6,245	9,682	9,682	435000	Group Insurance	0	-9,682	-100.0%
310	650	650	435400	Retiree Health Savings	0	-650	-100.0%
142	322	322	436000	State Disability Insurance	0	-322	-100.0%
192	0	0	437000	Mgt Health Ben	0	0	0.0%
1,539	0	0	437500	Longevity Pay	0	0	0.0%
375	0	0	438500	Cell Phone Allowance	0	0	0.0%
<b>98,852</b>	<b>146,721</b>	<b>146,721</b>	<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>-146,721</b>	<b>-100.0%</b>
173	0	0	512100	Office Expense	0	0	0.0%
88	0	0	514100	Departmental Special Supplies	0	0	0.0%
158,711	117,084	117,479	619800	Other Contractual Services	0	-117,479	-100.0%
<b>158,972</b>	<b>117,084</b>	<b>117,479</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>-117,479</b>	<b>-100.0%</b>
<b>257,823</b>	<b>263,805</b>	<b>264,200</b>	<b>Division Total</b>		<b>0</b>	<b>-264,200</b>	<b>-100.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PARKS RECREATION &amp; COMM SVS</b>			<b>414</b>	<b>41430415</b>			
			<b>OPERATING GRANTS FUND</b>	<b>Senior Nutrition - CII &amp; 3B</b>			
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
11,867	6,888	6,888	411100	Regular Salaries	0	-6,888	-100.0%
12,611	6,717	6,717	411200	Part-Time Salaries	0	-6,717	-100.0%
213	0	0	431000	Deferred Compensation	0	0	0.0%
1,287	1,088	1,088	432000	Social Security	0	-1,088	-100.0%
1,591	0	0	433000	Retirement - Employer	0	0	0.0%
1,101	0	0	433050	Retirement-Unfunded Liability	0	0	0.0%
1,166	0	0	435000	Group Insurance	0	0	0.0%
94	0	0	435400	Retiree Health Savings	0	0	0.0%
36	30	30	436000	State Disability Insurance	0	-30	-100.0%
158	0	0	437500	Longevity Pay	0	0	0.0%
<b>30,123</b>	<b>14,723</b>	<b>14,723</b>	<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>-14,723</b>	<b>-100.0%</b>
32,819	55,501	57,682	619800	Other Contractual Services	0	-57,682	-100.0%
<b>32,819</b>	<b>55,501</b>	<b>57,682</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>-57,682</b>	<b>-100.0%</b>
<b>62,942</b>	<b>70,224</b>	<b>72,405</b>	<b>Division Total</b>		<b>0</b>	<b>-72,405</b>	<b>-100.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PARKS RECREATION & COMM SVS			427			42730440		
			CDBG - OPERATING FUND			Disability		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	28,500	28,500	411100	Regular Salaries	44,000	15,500	54.4%	
7,341	0	0	411150	Salaries-Project	0	0	0.0%	
<b>7,341</b>	<b>28,500</b>	<b>28,500</b>	<b>Total</b>	<b>Personnel Services</b>	<b>44,000</b>	<b>15,500</b>	<b>54.4%</b>	
<b>7,341</b>	<b>28,500</b>	<b>28,500</b>	<b>Division Total</b>		<b>44,000</b>	<b>15,500</b>	<b>54.4%</b>	

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2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

**RESP. MGR.: MANUEL CID III (ACTING)**

## 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
40100	Office of the Chief	882,818	823,961	874,139	50,178	6.1%
40200	Operating Bureaus	43,180,611	44,537,983	47,191,144	2,653,161	6.0%
<b>Fund Total</b>		<b>44,063,429</b>	<b>45,361,944</b>	<b>48,065,283</b>	<b>2,703,339</b>	<b>6.0%</b>
<i>414 - GRANTS OPERATING FUND</i>						
40230	COPS/SLESF/Brulte	129,947	131,378	115,127	-16,251	-12.4%
40913	Police - Misc DOJ Grants	11,210	0	0	0	0.0%
40919	AB 109-PublicSafetyRealignment	8,365	0	0	0	0.0%
40930	SelectiveTrafficEnforc:OTSFY19	30,342	0	0	0	0.0%
40931	SelectiveTrafficEnforc:OTSFY20	29,523	0	0	0	0.0%
40932	DOJ-Coronavirus Emerg Svc FY20	41,660	0	0	0	0.0%
40933	SelectiveTrafficEnforc:OTSFY21	0	134	0	-134	-100.0%
40934	Traffic Records Improvemt Proj	0	86,000	0	-86,000	-100.0%
<b>Fund Total</b>		<b>251,047</b>	<b>217,512</b>	<b>115,127</b>	<b>-102,385</b>	<b>-47.1%</b>
<i>416 - ASSET SEIZURE FUND</i>						
40450	State Asset Seizure Funds	175,614	0	0	0	0.0%
40451	ST 15% Asset Seizure Funds	7,177	0	0	0	0.0%
40454	Fed Justice Asset Seizure Fund	255,923	65,688	0	-65,688	-100.0%
<b>Fund Total</b>		<b>438,714</b>	<b>65,688</b>	<b>0</b>	<b>-65,688</b>	<b>-100.0%</b>
<b>Department Total</b>		<b>\$44,753,190</b>	<b>\$45,645,144</b>	<b>\$48,180,410</b>	<b>\$2,535,266</b>	<b>5.6%</b>



2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID III (ACTING)

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Police Alarm Permits	49,160	45,000	45,000	0	0.0%
Police False Alarm Chgs	146,400	150,000	110,000	-40,000	-26.7%
Dog Licenses	45,865	35,000	32,000	-3,000	-8.6%
Court Fines - General	1,606,888	650,000	1,000,000	350,000	53.8%
Vehicle Code Fines	2,724,407	1,500,000	1,800,000	300,000	20.0%
Admin Citations	-400	2,000	1,500	-500	-25.0%
DOJ-Bulletproof Vest Grant	15,179	0	0	0	0.0%
DOJ-Coronavirus Emerg Svc FY20	41,660	0	0	0	0.0%
Traffic Records Improvemt Proj	0	86,000	0	-86,000	-100.0%
Selective Traffic Enforcement	80,594	134	0	-134	-100.0%
Asset Seizure - Justice	72,112	0	0	0	0.0%
Post Program	103,066	0	0	0	0.0%
COPS/SLESF/Brulte Revenue	155,948	145,145	112,127	-33,018	-22.7%
Asset Seizure - State	95,138	0	0	0	0.0%
Sfty Special Event/Filming	104,711	175,000	100,000	-75,000	-42.9%
Special Police Services	65,513	75,000	65,000	-10,000	-13.3%
Live Scan Fees	65,592	100,000	1,000	-99,000	-99.0%
DNA Services	2,580	1,600	1,000	-600	-37.5%
Interest Income	4,750	3,000	3,000	0	0.0%
Miscellaneous Revenue	7,201	3,000	2,500	-500	-16.7%
Donations	1,365	0	0	0	0.0%
8777 Washington Bl-LincolnProp	3,538	12,000	0	-12,000	-100.0%
Sale of Property	3,448	0	0	0	0.0%
PD M43 Conversion Funds	160,000	0	0	0	0.0%
General Revenues	39,198,477	42,662,265	44,907,283	2,245,018	5.3%
<b>Department Total</b>	<b>\$44,753,190</b>	<b>\$45,645,144</b>	<b>\$48,180,410</b>	<b>\$2,535,266</b>	<b>5.6%</b>



2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

**RESP. MGR.: MANUEL CID III (ACTING)**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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%
Division Total	2.00	2.00	2.00	0.00	0.0%
<u>10140200 Operating Bureaus</u>					
Animal Services Officer	2.00	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	5.00	5.00	0.00	0.0%
Management Analyst *	1.00	1.00	5.00	4.00	400.0%
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	3.00	2.00	2.00	0.00	0.0%
Police Lieutenant	7.00	8.00	8.00	0.00	0.0%
Police Officer **	88.00	88.00	80.00	-8.00	-9.1%
Police Records Tech	6.00	6.00	6.00	0.00	0.0%
Police Records/Property Supervisor	1.00	1.00	1.00	0.00	0.0%
Police Sergeant	17.00	17.00	17.00	0.00	0.0%
Property Technician	1.00	1.00	1.00	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	155.84	157.84	153.84	-4.00	-2.5%
<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%
<b>Total Positions</b>	<b>158.84</b>	<b>160.84</b>	<b>156.84</b>	<b>-4.00</b>	<b>-2.5%</b>

\* Addition of four (4) Management Analyst positions

\*\* Eliminate eight (8) Police Officer positions

# Vacant position(s) frozen, no appropriation included for Fiscal Year 2021/2022: Comm. Services Officer (2),  
Parking Enforcement Officer (1).



# POLICE DEPARTMENT

**RESP. MGR.: MANUEL CID III (ACTING)**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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	3.00	2.00	2.00	0.00	0.0%
Police Lieutenant	7.00	8.00	8.00	0.00	0.0%
Police Sergeant	17.00	17.00	17.00	0.00	0.0%
Police Officer **	88.00	88.00	80.00	-8.00	-9.1%
Total Sworn	117.00	117.00	109.00	-8.00	-6.8%
<u>Non-Sworn Personnel</u>					
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Animal Services Officer	2.00	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	5.00	5.00	0.00	0.0%
Management Analyst *	1.00	1.00	5.00	4.00	400.0%
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	6.00	6.00	6.00	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	43.84	47.84	4.00	9.1%
<b>Total Positions</b>	<b>158.84</b>	<b>160.84</b>	<b>156.84</b>	<b>-4.00</b>	<b>-2.5%</b>

\* Addition of four (4) Management Analyst positions

\*\* Eliminate eight (8) Police Officer positions

# Vacant position(s) frozen, no appropriation included for Fiscal Year 2021/2022: Comm. Services Officer (2), Parking Enforcement Officer (1).





# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Ensure Long-term Financial Stability</b>	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

**Status:** Ongoing; On November 9, 2020, the City Council approved the addition of three (3) full-time Jailers to provide the necessary personnel to maintain 24-hour coverage, seven days a week in the jail. The addition of three (3) Jailers enables the City to be in compliance with State regulations and the recommendations of the California Board of State and Community Corrections. Staffing the jail with full-time Jailers 24-hours, seven days a week, greatly reduces the city's exposure to civil liability, as well as improves the overall efficiency and effectiveness of the jail operation.

The Department's FY2020/21 Adopted Budget reduced staffing by four (4) sworn positions, five (5) non-sworn positions and reclassified one (1) Captain to a Lieutenant for a total staffing reduction in the amount of \$ 982,020.00.

Also, due to city employees' exposure to Covid-19, and the rising costs of Covid-19 tests by the city's prior vendor, staff researched and entered into an agreement with a local medical services provider to conduct city employee testing at a reduced cost per test.



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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

**Status:** Ongoing; The Department's FY2020/21 Adopted Budget eliminated funding for the Police Explorer, Reserve and Volunteer Programs, and professional services contracts for crime lab accreditation and crime lab services for a total Maintenance & Operations expenditure reduction in the amount of \$ 115,030.00.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Ensure Long-term Financial Stability</b>	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.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Ongoing; On June 6, 2020, awarded \$41,660.00 from U.S. Dept. of Justice – Office of Justice Programs- Bureau of Justice Assistance – FY20 Coronavirus Emergency Supplemental Funding Formula Program Solicitation (CESF) to cover costs to prevent, prepare for, and respond to the coronavirus pandemic.*

*On July 14, 2020, the Department received an \$110,000.00 grant award from the California Office of Traffic Safety, Select Traffic Enforcement Program. 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, 2021.*

*On July 14, 2020, the Department received an \$86,000.00 grant award from the California Office of Traffic Safety, Traffic Records Improvement Project. Grant funds are used for the purchase and implementation of a traffic collision software program, an e-Citation software program, and hand-held e-citation devices.*

*On October 19, 2020, the Department received a \$16,058.67 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.*

*On October 20, 2020, the Department submitted a FY2021 Los Angeles/ Long Beach Urban Areas Security Initiative (UASI) Project application to the California Governor's Office of Emergency Services (Cal OES) in the amount of \$83,702.31 for cybersecurity software, equipment, and personal protective equipment.*

*On January 27, 2021, the Department submitted a FY 2021-22 Selective Traffic Enforcement Program grant application to the California Office of Traffic Safety in the amount of \$331,900.00 requesting funds to continue and expand Traffic Safety Operations, Education, and purchase additional hand-held e-citation devices.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Mobility and Transportation</b>	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

*Status: Ongoing; We continue our efforts to reach the goals set forth in the Vision Zero project. This is accomplished through directed traffic 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 maintains its 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. In 2020 the Safe Routes to School (SRTS) program removed Law Enforcement from their program. We will continue to collaborate with our local school district in an effort to form new bonds of cooperation with our schools independent of SRTS, in order to continue to provide traffic safety education to parents, students and school staff in our community. The Police Department reached the majority of its grant objectives in 2020, however, some of the grant objectives could not be reached due to restrictions imposed on police operations by the presence of COVID-19. Assessing direct impact of grant funded operations on traffic safety for this assessment period was extremely difficult, due to the significant changes in traffic volumes and patterns caused by the presence of COVID-19.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Mobility and Transportation</b>	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

*Status: Ongoing; As a part the continued operation of the automated red-light photo enforcement program, intersections in the city were surveyed and assessed in an effort to utilize the program in the most productive manner possible. The system currently consists of 18 approaches, located at select intersections across the city. Evaluation of our automated red-light photo enforcement locations is based on traffic violation and traffic collision data. Our fatal traffic collision numbers have decreased over the last five-year period, from three per calendar year in 2016 and 2017, two per calendar year in 2018 and 2019, and only one in the calendar year of 2020. Our reported injury collisions decreased dramatically from 264 in 2019 to 130 in 2020, with the number of people injured in traffic collisions decreasing from 355 to 187 for the same two years. Hit and run injury collisions decreased from 16 in 2019 to 13 in 2020. Our alcohol-related injury collisions decreased from 16 in 2019 to 12 in 2020. As described above, the overall injury collisions saw a substantial decrease in 2020. However, based on the trends observed over the last five years, a significant portion of this reduction was most likely due to the overall reduction in traffic volumes in 2020 due to COVID-19.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Mobility and Transportation</b>	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

*Status: Ongoing; To reach the goals set forth under Vision Zero, monthly traffic collision data is assessed 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 target any areas identified as having higher rates of traffic collisions and are adjusted based on data obtained. Traffic safety complaints from residents, and other roadway users are also collected and directed enforcement is utilized to address observed traffic safety concerns which may not be identifiable solely through traffic collision data. The overall traffic collision numbers showed a dramatic decrease in 2020, with injury traffic collision decreasing by nearly 50 percent. The presence of COVID-19 resulted in an extreme change in traffic volumes and traffic patterns in 2020, which is clearly the most significant factor in this reduction. Given the presence of this confounding variable in 2020 and the fact that traffic volumes and patterns will change again as the effects of COVID-19 wane, using collision data for this period would not produce results that would be reliable for making long-term changes and adjustments.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Mobility and Transportation</b>	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

*Status: Ongoing; 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. During the planning phases of large-scale traffic engineering projects, such as Move Culver City, Traffic Section personnel are asked to assess the impact these projects will have on traffic safety and to address enforcement concerns. The Traffic Section of the Police Department provides updated traffic collision data to the Mobility & Traffic Engineering Division of the Public Works Department to enable this division to independently review the data to further implement measures to improve traffic safety through traffic engineering improvements. The presence of COVID-19 in 2020 had an extreme impact on traffic volumes and traffic patterns. As a result, we saw improved circulation and road sharing. It is very difficult to determine the actual impact that the collaboration between the Police Department and the Traffic Engineering Division of the Public Works Department had on circulation and road sharing, given the presence of this significant short-term variable.*

*In response to Covid-19, police department personnel worked in conjunction with the public works department to adapt lane closures in our downtown and arts district area for outdoor dining. The police department was involved from the initial planning stages to our current education and enforcement approaches.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Revitalize Ballona Creek</b>	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

*Status: Due to budgetary constraints caused by Covid-19, the police department unfunded 4 sworn officer positions, which caused the Special Enforcement Team (Bicycle Patrol) to be reassigned to other sections of the department. The enforcement and continued patrol of the Ballona Creek was conducted by the district patrol units.*

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Housing and Homeless Services</b>	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. The Culver City*





# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*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.*

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Housing and Homeless Services</b>	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 Systemwide Mental Assessment Response Team (SMART). 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.*

*Additionally, in response to Covid-19 and the threat that it posed to our unhoused population, the MET, housing department, fire department and the office of the city manager coordinated additional outreach efforts. Every Wednesday, members from these departments visit with our unhoused population and hand out Covid-19 educational literature, Personal Protective Equipment (PPE), food, and other outreach services.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Housing and Homeless Services</b>	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

*Status: Due to budgetary constraints, Los Angeles County was unable to provide the department with an additional mental health clinician.*

*As part of the FY2020/21 Adopted Budget, \$100,000.00 was reallocated from the Police Department for the purpose of providing additional mental health services and case management from Special Services for Groups (SSG) to augment existing services provided by the CCPD Mental Health Evaluation Team in partnership with a clinician from the Los Angeles County Department of Mental Health.*

*In addition, Chief Cid is a member of the Los Angeles County Alternative Crisis Response Committee, which is a group comprised of executive leadership from the Department of Mental Health, Police Chiefs, Fire Chiefs, and other mental health service providers from throughout LA County, whose focus, is in part, working on a regional crisis call center network, crisis mobile response teams (including non-police involved response), and crisis receiving and stabilization facilities.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Transform Inglewood Oil Field</b>	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 GOALS

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



2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Ongoing; During the 2020-2021 fiscal year, the Culver City Police Department continued its commitment to the Youth Diversion Program. The diversion program has different components, which include collaborating with private and public entities to prevent juveniles from entering into the Juvenile Justice System, while also forging partnerships with the youth. The Culver City Police Department, Los Angeles County Department of Health Services and New Earth School collaborated during the 2020-2021 fiscal year to provide the Youth Diversion and Development Program (YDD). During the fiscal year of **2019-2020**, there were **48** referrals (Note: program began August 2019). During the fiscal year of **2020-PRESENT**, there were **11** referrals. These numbers have downturned due to the COVID19 pandemic, schools and retail stores being closed, and the reduction of juvenile arrests.*

*The Culver City Police Department remains committed to continued collaboration with different public and private entities with the various Youth Diversion Programs that will divert juveniles away from the criminal justice system.*

*The Police Department also continued their commitment to the Young Achiever's Program (My Brother's Keeper). For 8 weeks, members of the Department who were either Latin-X or Black virtually interacted with Culver City Middle School students who were also from the Latin-X or Black community. Topics of discussion were self-worth, "The Talk", social skills, respect towards authority, and the school to prison pipeline. The police department has participated in the program for several years and will continue to collaborate with the middle school to keep the program going.*



2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Update, Enhance and Expand the Department's Information Technology</b>	Improve Information Technology Stability and Sustainability	<ul style="list-style-type: none"> <li>Rewire the Police Station's Network</li> <li>Upgrade the Station's Security System</li> <li>Hardware Equipment Replacement</li> </ul>	Additional Funding for contractual services, Hardware and Software	On-Hold	On-Hold

*Status: Due to budgetary constraints caused by Covid-19, the department did not request funding to commence the department's information technology goal.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Create and Implement a Three-Year Department Strategic Plan</b>	<ul style="list-style-type: none"> <li>Identify Department Goals</li> <li>Identify Effective and Efficient Allocation of Resources</li> <li>Succession Plan by identifying Employee Development Needs</li> </ul>	Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation and Input	Existing Staff	On-Hold	On-Hold

*Status: The Three-Year Department Strategic Plan goal was tabled pending the City Council's policy adoption based on the results of the Public Safety Review and the department's command-level vacancies and the number of "acting" positions.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Engage in the General Plan Update</b>	<ul style="list-style-type: none"> <li>Participate in the long-range planning document that sets forth the City's goals, policies, and direction for the twenty-five years.</li> </ul>	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

*Status: Ongoing; Culver City Police Department Personnel have completed several surveys and provided input regarding the future of public safety for the city's long-term General Plan.*



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Ensure Long-term Financial Stability</b>	Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness	<ul style="list-style-type: none"> <li>Explore options to civilianize current positions performed by sworn personnel</li> <li>Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs</li> </ul>	Existing Staff	Ongoing	Delivery of service improvements and reduced costs
	Evaluate Department Maintenance & Operations (M&O) expenditures	<ul style="list-style-type: none"> <li>Identify and Submit training reimbursement opportunities to the California Peace Officer Standard and Training for eligible POST-certified courses</li> <li>Review all expenditures</li> </ul>	Existing Staff	Ongoing	Reduced costs





# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
	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

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Mobility and Transportation</b>	Local Roads Safety Plan; 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, and Traffic Safety presentations	Existing Staff	Ongoing	Achieve the grant objectives and improving traffic safety



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

	Local Roads Safety Plan; 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
GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
	Local Roads Safety Plan; 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
	Local Roads Safety Plan; 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, road sharing and pedestrian safety



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

	Move Culver City Project; Reimagining of public spaces and prioritize people over cars in the design of public streets	Collaborate with the Transportation Department in furtherance of the Move Culver City Project through high visibility patrol and directed enforcement	Collaboration between Transportation & Police Department Staff	Ongoing	Improvement in overall traffic and pedestrian safety
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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Revitalize Ballona Creek</b>	Improve the Creek's safety for pedestrians and cyclists	<ul style="list-style-type: none"> <li>District Patrol Units will continue to patrol the creek and maintain a visible presence</li> <li>The Mental Evaluation Team, along with Code Enforcement, Fire, Public Works, and the Office of the City Manager will visit homeless encampments in the creek to offer outreach and assist with cleanup and sanitation efforts</li> </ul>	Existing Staff	Ongoing	The effectiveness on crime reduction and prevention



2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Enhance Housing and Homeless Services</b>	<ul style="list-style-type: none"> <li>Identify homeless and mental health resources for officers to provide on patrol</li> </ul>	<ul style="list-style-type: none"> <li>Expand mental health resources and homeless partnerships with other government entities and non-profits</li> </ul>	Existing Staff	Ongoing	<ul style="list-style-type: none"> <li>Additional resources are utilized</li> </ul>
GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
	<ul style="list-style-type: none"> <li>Identify homeless and mental health resources that can serve as an alternative from law enforcement response to mental health related calls</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved</li> <li>Collaborate with the City Council Subcommittee and City Staff to help with the development of a Mobile Crisis Response Pilot Program</li> </ul>	Existing Staff	Ongoing	<ul style="list-style-type: none"> <li>An increase in collaboration and communication among all parties</li> <li>Pilot Program Launched</li> </ul>



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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

## ADDITIONAL POLICE DEPARTMENT GOALS

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



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

<b>Update, Enhance and Expand the Department's Information Technology</b>	Improve Information Technology Stability and Sustainability	<ul style="list-style-type: none"> <li>Rewire the Police Station's Network</li> <li>Upgrade the Station's Security System</li> <li>Hardware Equipment Replacement</li> </ul>	Additional Funding for contractual services, Hardware and Software	To be determined	Project Completed
GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Create and Implement a Three-Year Department Strategic Plan</b>	<ul style="list-style-type: none"> <li>Identify Department Goals</li> <li>Identify Effective and Efficient Allocation of Resources</li> <li>Succession Plan by identifying Employee Development Needs</li> </ul>	Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation and Input	Existing Staff	Ongoing	Completed and Implemented



# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Engage in the General Plan Update</b>	<ul style="list-style-type: none"><li>Participate in the long-range planning document that sets forth the City's goals, policies, and direction for the twenty-five years.</li></ul>	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	Ongoing	Completed



2021/2022  
PROPOSED BUDGET

# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Improve General Data Collection and Transparency</b>	<ul style="list-style-type: none"> <li>Continue Racial and Identity Profiling Act (RIPA) Data Collection and Reporting</li> <li>Continue Monthly Reporting of Use of Force and Professional Standards Unit Investigations data</li> </ul>	<ul style="list-style-type: none"> <li>Work to improve data collection practices and public reporting for increased department transparency</li> <li>Assess data collected to evaluate possible alternative policing methods</li> </ul>	Existing Staff/ To be determined	Ongoing	Increased Data Reporting and Transparency





# POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<b>Increase Training</b>	<ul style="list-style-type: none"> <li>Procedural Justice, Implicit Bias, Fair and Impartial Policing and 21<sup>st</sup> Century Policing Training</li> <li>De-escalation, Crisis Intervention, Conflict resolution and Duty to Intercede Training</li> <li>Use of Force Policy retraining</li> </ul>	Work with Peace Officers Standards and Training (POST), outside private and public agencies, to seek and develop training opportunities. Develop internal subject matter experts and instructors	Existing Staff/ Additional Training Funds	Ongoing	<ul style="list-style-type: none"> <li>Ensure department-wide completion of all listed trainings</li> <li>Assess through community interactions and Data (personnel investigations, uses of force, RIPA)</li> </ul>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>POLICE</b>			<b>101 GENERAL FUND</b>		<b>10140100 Office of the Chief</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
414,482	432,461	432,461	411100	Regular Salaries	442,882	10,421	2.4%
27	0	0	411310	Overtime-Regular	0	0	0.0%
4,400	4,810	4,810	431000	Deferred Compensation	4,810	0	0.0%
6,482	5,947	5,947	432000	Social Security	5,045	-902	-15.2%
23,420	26,768	26,768	433000	Retirement - Employer	25,242	-1,526	-5.7%
208,411	139,991	139,991	433050	Retirement-Unfunded Liability	169,197	29,206	20.9%
29,180	28,829	28,829	433500	Retirement - Employee	29,870	1,041	3.6%
63,287	61,255	61,255	434000	Workers Compensation	63,760	2,505	4.1%
20,808	26,685	26,685	435000	Group Insurance	35,940	9,255	34.7%
1,172	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
47,993	51,154	51,154	435500	Retiree Insurance	52,750	1,596	3.1%
368	329	329	436000	State Disability Insurance	370	41	12.5%
550	550	550	437000	Mgt Health Ben	550	0	0.0%
15,172	16,700	16,700	437500	Longevity Pay	13,100	-3,600	-21.6%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
1,060	1,060	1,060	440000	Uniform Allowance	1,060	0	0.0%
<b>838,385</b>	<b>799,399</b>	<b>799,399</b>	<b>Total</b>	<b>Personnel Services</b>	<b>847,436</b>	<b>48,037</b>	<b>6.0%</b>
4,085	4,858	4,858	517850	Employee Recognition Events	4,858	0	0.0%
40,348	19,704	19,704	650300	Liability Reserve Charge	21,845	2,141	10.9%
<b>44,433</b>	<b>24,562</b>	<b>24,562</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>26,703</b>	<b>2,141</b>	<b>8.7%</b>
<b>882,818</b>	<b>823,961</b>	<b>823,961</b>	<b>Division Total</b>		<b>874,139</b>	<b>50,178</b>	<b>6.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>POLICE</b>			<b>101 GENERAL FUND</b>		<b>10140200 Operating Bureaus</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
18,067,818	18,521,643	18,733,069	411100	Regular Salaries	19,304,717	571,648	3.1%
61,268	98,696	98,696	411200	Part-Time Salaries	98,696	0	0.0%
2,187,272	1,255,000	1,255,000	411310	Overtime-Regular	1,275,000	20,000	1.6%
190,183	370,000	370,000	411360	Special Event-OT	370,000	0	0.0%
79,666	79,950	83,070	431000	Deferred Compensation	104,390	21,320	25.7%
483,413	361,445	376,958	432000	Social Security	434,486	57,528	15.3%
2,206,755	2,420,090	2,435,631	433000	Retirement - Employer	2,560,427	124,796	5.1%
5,735,365	6,256,906	6,256,906	433050	Retirement-Unfunded Liability	7,394,555	1,137,649	18.2%
226,346	220,073	220,073	433500	Retirement - Employee	230,553	10,480	4.8%
1,788,469	2,843,799	2,843,799	434000	Workers Compensation	2,828,152	-15,647	-0.6%
1,968,753	2,068,460	2,109,073	435000	Group Insurance	2,285,185	176,112	8.4%
67,003	66,293	68,243	435400	Retiree Health Savings	72,800	4,557	6.7%
1,687,286	1,752,250	1,752,250	435500	Retiree Insurance	1,863,060	110,810	6.3%
11,845	10,312	11,241	436000	State Disability Insurance	12,952	1,711	15.2%
47,471	51,631	51,631	437000	Mgt Health Ben	51,800	169	0.3%
454,852	476,139	485,139	437500	Longevity Pay	480,700	-4,439	-0.9%
8,253	8,190	8,190	438500	Cell Phone Allowance	10,530	2,340	28.6%
185,679	185,261	187,111	440000	Uniform Allowance	190,360	3,249	1.7%
(162,751)	0	0	499500	Contra-Salaries	0	0	0.0%
<b>35,294,945</b>	<b>37,046,138</b>	<b>37,346,080</b>	<b>Total</b>	<b>Personnel Services</b>	<b>39,568,363</b>	<b>2,222,283</b>	<b>6.0%</b>
22,375	20,000	20,000	512100	Office Expense	20,000	0	0.0%
10,156	8,000	8,000	512200	Printing and Binding	8,000	0	0.0%
226	500	500	512300	Postage	250	-250	-50.0%
105,280	88,320	88,320	512400	Communications	88,320	0	0.0%
128,279	100,000	100,316	514100	Departmental Special Supplies	100,000	-316	-0.3%
4,990	10,000	10,000	514500	Canine Program Expense	20,000	10,000	100.0%
114,687	75,000	59,015	514600	Small Tools & Equipment	75,000	15,985	27.1%
226,174	200,000	219,500	516100	Training & Education	300,000	80,500	36.7%
3,130	5,000	5,000	516500	Conferences & Conventions	5,500	500	10.0%
24,729	15,742	14,447	516600	Special Events & Meetings	20,000	5,553	38.4%
3,164	3,000	4,000	516700	Memberships & Dues	4,039	39	1.0%
108,551	203,606	163,606	517100	Subscriptions	42,599	-121,007	-74.0%
4,431	2,500	2,500	517300	Advertising and Public Relatio	2,500	0	0.0%
8,129	15,000	15,000	517400	Police Investigation	20,000	5,000	33.3%
7,818	0	0	517900	Reserve Program	0	0	0.0%
16	0	0	518000	Volunteer Program	25,000	25,000	0.0%
50,000	0	0	518400	Explorer Program	0	0	0.0%
58,460	70,000	70,000	520220	Service/Collection Fees	0	-70,000	-100.0%
0	0	295	550110	Uniforms	0	-295	-100.0%
15,494	20,000	20,000	550120	Laundry	20,000	0	0.0%
41,174	25,000	42,526	600100	R&M - Building	45,000	2,474	5.8%
10,577	15,000	21,500	600200	R&M - Equipment	125,000	103,500	481.4%
0	0	10,000	600500	R&M - IT Equipment	0	-10,000	-100.0%
832,958	665,867	665,867	600800	Equip Maint Expenses	973,556	307,689	46.2%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			101 GENERAL FUND		10140200 Operating Bureaus		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
12,543	20,000	8,500	605100	Rental of Equipment	0	-8,500	-100.0%
216,567	0	0	605400	Amortization of Equipment	216,567	216,567	0.0%
23,260	5,000	8,500	610300	Personnel Services	25,000	16,500	194.1%
47,600	63,500	63,500	614100	Medical Services	150,000	86,500	136.2%
0	0	4,300	619100	Fiscal Services	4,300	0	0.0%
3,968,276	4,094,322	4,289,022	619800	Other Contractual Services	3,959,219	-329,803	-7.7%
1,140,234	914,778	914,778	650300	Liability Reserve Charge	968,978	54,200	5.9%
<b>7,189,276</b>	<b>6,640,135</b>	<b>6,828,992</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>7,218,828</b>	<b>389,836</b>	<b>5.7%</b>
413,835	0	71,162	732100	Auto-Rolling Stock & Equipment	163,953	92,791	130.4%
5,361	0	20,959	732120	Departmental Special Equipment	0	-20,959	-100.0%
29,994	40,000	40,000	732150	IT Equipment - Hardware	60,000	20,000	50.0%
4,936	7,000	37,000	732160	IT Equipment - Software	180,000	143,000	386.5%
242,264	0	193,790	740100	Furniture & Furnishings	0	-193,790	-100.0%
<b>696,390</b>	<b>47,000</b>	<b>362,911</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>403,953</b>	<b>41,042</b>	<b>11.3%</b>
<b>43,180,611</b>	<b>43,733,273</b>	<b>44,537,983</b>	<b>Division Total</b>		<b>47,191,144</b>	<b>2,653,161</b>	<b>6.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>POLICE</b>			<b>414</b>		<b>41440230</b>		
			<b>OPERATING GRANTS FUND</b>		<b>COPS/SLESF/Brulte</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
71,644	69,348	69,348	411100	Regular Salaries	59,129	-10,219	-14.7%
1,075	0	0	411310	Overtime-Regular	0	0	0.0%
1,572	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
5,260	4,492	4,492	432000	Social Security	5,692	1,200	26.7%
5,407	5,173	5,173	433000	Retirement - Employer	3,768	-1,405	-27.2%
10,849	11,621	11,621	433050	Retirement-Unfunded Liability	10,771	-850	-7.3%
6,834	10,733	10,733	434000	Workers Compensation	11,036	303	2.8%
19,134	21,249	21,249	435000	Group Insurance	17,970	-3,279	-15.4%
655	650	650	435400	Retiree Health Savings	650	0	0.0%
343	299	299	436000	State Disability Insurance	320	21	7.0%
2,117	2,100	2,100	437500	Longevity Pay	0	-2,100	-100.0%
700	700	700	440000	Uniform Allowance	450	-250	-35.7%
<b>125,590</b>	<b>127,925</b>	<b>127,925</b>	<b>Total</b>	<b>Personnel Services</b>	<b>111,346</b>	<b>-16,579</b>	<b>-13.0%</b>
4,357	3,453	3,453	650300	Liability Reserve Charge	3,781	328	9.5%
<b>4,357</b>	<b>3,453</b>	<b>3,453</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>3,781</b>	<b>328</b>	<b>9.5%</b>
<b>129,947</b>	<b>131,378</b>	<b>131,378</b>	<b>Division Total</b>		<b>115,127</b>	<b>-16,251</b>	<b>-12.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			414		41440913			
			OPERATING GRANTS FUND		Police - Misc DOJ Grants			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
11,210	0	0	514600	Small Tools & Equipment	0	0	0.0%	
11,210	0	0	Total	Maint & Operations	0	0	0.0%	
11,210	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			414		41440919		
			OPERATING GRANTS FUND		AB 109-PublicSafetyRealignment		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
8,365	0	0	411155	Salaries OT-Project	0	0	0.0%
8,365	0	0	Total	Personnel Services	0	0	0.0%
8,365	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			414		41440930			
			OPERATING GRANTS FUND		SelectiveTrafficEnforc:OTSFY19			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
29,942	0	0	411155	Salaries OT-Project	0	0	0.0%	
<b>29,942</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
400	0	0	619800	Other Contractual Services	0	0	0.0%	
<b>400</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>30,342</b>	<b>0</b>	<b>0</b>	<b>Division Total</b>		<b>0</b>	<b>0</b>	<b>0.0%</b>	



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			414		41440931			
			OPERATING GRANTS FUND		SelectiveTrafficEnforc:OTSFY20			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
29,306	0	0	411155	Salaries OT-Project	0	0	0.0%	
<b>29,306</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
217	0	0	516100	Training & Education	0	0	0.0%	
<b>217</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>29,523</b>	<b>0</b>	<b>0</b>	<b>Division Total</b>		<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			414		41440932			
			OPERATING GRANTS FUND		DOJ-Coronavirus Emerg Svc FY20			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
34,426	0	0	514120	Disaster Supplies	0	0	0.0%	
7,234	0	0	619800	Other Contractual Services	0	0	0.0%	
<b>41,660</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>41,660</b>	<b>0</b>	<b>0</b>	<b>Division Total</b>		<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			414		41440933			
			OPERATING GRANTS FUND		SelectiveTrafficEnforc:OTSFY21			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	134	516100	Training & Education	0	-134	-100.0%	
0	0	134	Total	Maint & Operations	0	-134	-100.0%	
0	0	134	Division Total		0	-134	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE				414		41440934			
				OPERATING GRANTS FUND		Traffic Records Improvemt Proj			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	86,000	732120	Departmental Special Equipment		0	-86,000	-100.0%	
0	0	86,000	Total	Capital Outlay		0	-86,000	-100.0%	
0	0	86,000	Division Total			0	-86,000	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			416		41640450			
			ASSET SEIZURE FUND		State Asset Seizure Funds			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
95,138	0	0	411155	Salaries OT-Project	0	0	0.0%	
<b>95,138</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
34,343	0	0	516100	Training & Education	0	0	0.0%	
<b>34,343</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
46,134	0	0	732100	Auto-Rolling Stock & Equipment	0	0	0.0%	
<b>46,134</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>175,614</b>	<b>0</b>	<b>0</b>	<b>Division Total</b>		<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			416		41640451			
			ASSET SEIZURE FUND		ST 15% Asset Seizure Funds			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
7,177	0	0	411155	Salaries OT-Project	0	0	0.0%	
7,177	0	0	Total	Personnel Services	0	0	0.0%	
7,177	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

POLICE			416		41640454			
			ASSET SEIZURE FUND		Fed Justice Asset Seizure Fund			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
300	0	0	516500	Conferences & Conventions	0	0	0.0%	
<b>300</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
39,163	0	0	732100	Auto-Rolling Stock & Equipment	0	0	0.0%	
215,102	0	65,688	732120	Departmental Special Equipment	0	-65,688	-100.0%	
1,358	0	0	732150	IT Equipment - Hardware	0	0	0.0%	
<b>255,623</b>	<b>0</b>	<b>65,688</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-65,688</b>	<b>-100.0%</b>	
<b>255,923</b>	<b>0</b>	<b>65,688</b>	<b>Division Total</b>		<b>0</b>	<b>-65,688</b>	<b>-100.0%</b>	

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# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

## 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
45100	Office of the Chief	1,321,270	1,506,529	1,429,324	-77,205	-5.1%
45200	Fire Suppression	13,879,445	13,471,773	14,525,054	1,053,281	7.8%
45300	Emergency Medical Services	6,578,356	8,088,600	8,930,746	842,146	10.4%
45400	Emergency Preparedness	293,885	369,339	303,900	-65,439	-17.7%
45600	Community Risk Reduction	1,603,745	1,696,784	1,855,331	158,547	9.3%
45700	Communications	549,784	591,928	651,815	59,887	10.1%
<b>Fund Total</b>		<b>24,226,486</b>	<b>25,724,953</b>	<b>27,696,170</b>	<b>1,971,217</b>	<b>7.7%</b>
<i>414 - GRANTS OPERATING FUND</i>						
45200	HHS CARES ACT	15,184	0	0	0	0.0%
45904	Emergency Management Performan	8,471	42,461	8,166	-34,295	-80.8%
45909	Fire - SAFER Grant	0	425,000	1,080,000	655,000	154.1%
45910	State Homeland Security 2018	0	9,571	0	-9,571	-100.0%
45911	Assistance to Firefighters Grt	0	71,906	0	-71,906	-100.0%
<b>Fund Total</b>		<b>23,655</b>	<b>548,938</b>	<b>1,088,166</b>	<b>539,228</b>	<b>98.2%</b>
<b>Department Total</b>		<b>\$24,250,141</b>	<b>\$26,273,891</b>	<b>\$28,784,336</b>	<b>\$2,510,445</b>	<b>9.6%</b>



2021/2022  
PROPOSED BUDGET

# FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Fire Detection / Suppression	216,175	220,000	220,000	0	0.0%
Studio Inspection Fees	55,160	55,000	55,000	0	0.0%
Other License & Permits - Fire	25,628	28,000	28,000	0	0.0%
Assistance to Firefighters Grt	0	71,906	0	-71,906	-100.0%
Emergency Managemt Performance	0	40,667	8,166	-32,501	-79.9%
State Homeland Security 2018	0	9,571	0	-9,571	-100.0%
State of Calif - GEMT	25,506	26,000	26,000	0	0.0%
Strike Team	248,593	444,339	175,000	-269,339	-60.6%
Fire Inspection - Business	372,891	375,000	450,000	75,000	20.0%
Fire Inspection - Penalties	0	5,000	5,000	0	0.0%
Ambulance Fees	2,076,770	1,362,850	1,734,000	371,150	27.2%
HHS CARES ACT Fund	15,184	0	0	0	0.0%
Hazardous Materials Fees	126,388	118,500	118,500	0	0.0%
Sfty Special Event/Filming	180,570	202,000	202,000	0	0.0%
Plan Check Fees	406,777	400,000	400,000	0	0.0%
Miscellaneous Revenue	407	0	0	0	0.0%
General Revenues	20,500,093	22,915,057	25,362,670	2,447,613	10.7%
<b>Department Total</b>	<b>\$24,250,141</b>	<b>\$26,273,891</b>	<b>\$28,784,336</b>	<b>\$2,510,445</b>	<b>9.6%</b>



# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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%
Secretary	0.50	0.50	0.50	0.00	0.0%
Sr. Management Analyst	1.00	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	27.00	27.00	27.00	0.00	0.0%
Secretary	1.00	1.00	1.00	0.00	0.0%
Division Total	29.00	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	1.96	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	6.96	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%
<b>Total Positions</b>	<b>78.92</b>	<b>78.92</b>	<b>78.92</b>	<b>0.00</b>	<b>0.0%</b>



# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>CASUAL PART-TIME POSITIONS</b>					
<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	1,560	1,560	1,560	0	0.0%
Division Total	1,560	1,560	1,560	0	0.0%
<b>Total Hours</b>	<b>22,237</b>	<b>22,237</b>	<b>22,237</b>	<b>0</b>	<b>0.0%</b>



# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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%	27.00	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	67.00	67.00	67.00	0.00	0.0%
<u>Non-Sworn Personnel</u>					
Community Services Officer/RPT	3.92	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%
Secretary	2.00	2.00	2.00	0.00	0.0%
Sr. Management Analyst	1.00	1.00	1.00	0.00	0.0%
Total Non-Sworn	11.92	11.92	11.92	0.00	0.0%
<b>Total Positions</b>	<b>78.92</b>	<b>78.92</b>	<b>78.92</b>	<b>0.00</b>	<b>0.0%</b>



# FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

## FISCAL YEAR 2020/2021 WORK PLANS

### CITY STRATEGIC PLAN INITIATIVE

#### Enhance Homeless Services

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

*Status: Ongoing. The Department has and will continue to work with the Assistant to the City Manager on Homelessness to better assist with the needs of our 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.

*Status: Completed. On August 12, 2020, the Department of Homeland Security approved the Department's application in part. The air compressor/fill station/cascade system for filling SCBA was approved in full. The two RIC packs were approved at a reduced amount and the 60 SCBA were not approved.*

- Explore options to retain and repurpose SAFER grant funds.

*Status: Completed. The Department currently has less than two years remaining in the grant's period of performance. If the Department is approved to staff the third rescue now, there is the potential to recoup a portion of the grant funds. If the third rescue is not staffed within the period of performance, the Department will not be able to receive any of the SAFER grant funding.*

- Complete the Commission on Fire Accreditation International (CFAI) 2020 Annual Compliance Report.

*Status: Completed. On November 12, 2020, the Commission on Fire Accreditation International accepted the Culver City Fire Department's Annual Compliance Report and the Department retained Accredited Agency Status.*

### SUPPRESSION

- Replace Thermal Imaging Cameras on all front-line apparatus.



# FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Completed. Seven thermal imagers have been placed on frontline apparatus.*

- Provide formal safety officer training to all captains and battalion chiefs.

*Status: Completed. Current Captains and Battalion Chiefs have received the training.*

- 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.

*Status: Ongoing. Significant progress has been made. The Transportation Department has worked diligently to ensure apparatus are made available as quickly as possible.*

## 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.

*Status: Not completed. The Department is still working with the Human Resources Department to find ways to decrease the hiring time of Ambulance Operators.*

- Expand the scope of practice for all Culver City Paramedics by joining emerging cardiac arrest and stroke treatment pilot programs.

*Status: Completed. The Department is currently active in the Arrive Alive/ECMO (i.e., extracorporeal membrane oxygenation) study. The Department also participated in the Pre-Hospital Administration of Stroke Therapy –Trans Sodium Crocetin (PHAST-TSC) study, enrolling the County's only patients before the program was terminated by the drug manufacturer.*

## 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.

*Status: Not completed. Staff were in the process of updating the EOP and creating the Disaster Cost Recovery Plan when the COVID-19 pandemic hit early last year. Focus shifted to activation and operating the Emergency Operations Center (EOC) in support of the*



# FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*declared COVID-19 emergency and subsequent George Floyd Civil Unrest emergency. The update to the EOP and Disaster Cost Recovery Plan development will continue in FY2021/2022.*

- Review and replace expired disaster supplies and stored water located throughout the City.

*Status: Not completed. Staff reviewed and replaced several supplies in FY2020/2021 and will continue efforts to complete the project in FY2021/2022.*

- Enhance the Community Emergency Response Team (CERT) program, focusing on training, coordination, and recruitment.

*Status: Completed. There has been significant progress in the enhancement of the CERT program. Staff modified training modules to include more hands-on experience with props. Additionally, CERT now has a dedicated volunteer to focus on CERT recruitment.*

- Work with Human Resources to update the Disaster Service Worker (DSW) Program policies, procedures, and FAQs for City staff.

*Status: Not completed. Coordination efforts resulted in several updated DSW program documents, including DSW instructions and FAQs. Staff will explore additional DSW updates again in the future.*

## COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION)

- Continue to enhance the Brush Inspection Program.

*Status: Completed. In July 2020, all 452 residences falling into the Very High Fire Hazard Severity Zone were inspected using the new tablet 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.

*Status: Completed. Community Connect is enabled. Staff shared program information via several marketing channels in February 2021.*

- Implement digital (tablet) fire inspections.





# FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Completed. All Community Risk Reduction Division inspections were transitioned in 2020. Company-level business inspections were transitioned throughout the year, with full implementation being completed in 2021.*

### 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.

*Status: Completed July 30, 2020*

- 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.

*Status: Not completed. This was the second year of a 3-year project which had been removed due to budgetary constraints.*

- 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.

*Status: Not completed. Staff have researched costs, benefits, and technical requirements and are continuing to explore the feasibility of a partnership with CCUSD, but COVID-19 has stalled progress.*

- 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.

*Status: Not completed. This is no longer a viable option due to lack of electrical power capacity.*



# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

## FISCAL YEAR 2021/2022 WORK PLANS

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### 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 patient gurneys and new self-contained breathing apparatus (SCBA).
- Complete the Commission on Fire Accreditation International (CFAI) 2021 Annual Compliance Report.
- Explore the feasibility of implementing a third rescue ambulance to utilize previously awarded SAFER grant funds.
- Complete the rollout of a public-facing platform for fire department metrics.

#### SUPPRESSION

- Provide expanded mental health and crisis intervention training to all Culver City firefighters.
- Build a firefighter survival training simulator at the Fire Department Training Facility.
- Provide Major Incident Management Simulator Training for Captains and Battalion Chiefs through the Regional Training Group's Green Cell Division.

#### EMERGENCY MEDICAL SERVICES

- Work with the Los Angeles County EMS Agency to develop and implement an Alternate Destination Transport Program which will allow Culver City paramedics to transport patients directly to psychiatric and sobering centers for focused care.
- Implement a digital narcotics program to track narcotic use via a secured web-based platform.



# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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- Replace seven aging patient gurneys and create an asset replacement fund for future gurney replacement.

### 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 and update expired items in employee emergency backpacks.
- Enhance the Community Emergency Response Team (CERT) program, focusing on training, coordination, and recruitment.

### COMMUNITY RISK REDUCTION

- Identify dangerous fuel loads in the Very High Fire Hazard Severity Zone.
- Clear overgrown brush and fuel and establish a 1-, 3- or 5-year schedule to address fire danger areas.
- Create detailed digitized pre-fire plans for 100 buildings using the new First Due program.
- Implement a Fall Prevention Program in Culver City senior living facilities.

### TELECOMMUNICATIONS

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



# FIRE DEPARTMENT

**RESP. MGR.: KENNETH POWELL**

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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- Add capacity to the existing battery backup at the Baldwin Hills Tower site. Ensure that there is a minimum of 48 hours of battery backup for this mission critical communications infrastructure.
- Improve reliability and coverage of mobile data computer (MDC) terminals, through hardware and software enhancements. Explore feasibility of wholesale component replacement.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145100 Office of the Chief		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
764,963	838,040	838,040	411100	Regular Salaries	743,340	-94,700	-11.3%
20,394	2,723	2,723	411310	Overtime-Regular	2,723	0	0.0%
11,206	12,338	12,338	431000	Deferred Compensation	11,281	-1,057	-8.6%
19,512	17,527	17,527	432000	Social Security	17,073	-454	-2.6%
41,412	48,088	48,088	433000	Retirement - Employer	41,725	-6,363	-13.2%
159,334	250,484	250,484	433050	Retirement-Unfunded Liability	268,976	18,492	7.4%
46,707	50,579	50,579	433500	Retirement - Employee	46,080	-4,499	-8.9%
32,921	52,158	52,158	434000	Workers Compensation	55,882	3,724	7.1%
57,882	63,747	63,747	435000	Group Insurance	44,950	-18,797	-29.5%
2,082	2,275	2,275	435400	Retiree Health Savings	2,087	-188	-8.3%
63,535	66,659	66,659	435500	Retiree Insurance	84,110	17,451	26.2%
156	142	142	436000	State Disability Insurance	168	26	18.3%
1,600	1,600	1,600	437000	Mgt Health Ben	1,050	-550	-34.4%
16,486	18,100	18,100	437500	Longevity Pay	14,100	-4,000	-22.1%
4,127	4,095	4,095	438500	Cell Phone Allowance	2,535	-1,560	-38.1%
1,706	1,900	1,900	440000	Uniform Allowance	950	-950	-50.0%
<b>1,244,020</b>	<b>1,430,455</b>	<b>1,430,455</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,337,030</b>	<b>-93,425</b>	<b>-6.5%</b>
3,027	3,135	3,015	512100	Office Expense	3,135	120	4.0%
0	100	100	512200	Printing and Binding	100	0	0.0%
2,463	2,100	2,100	512400	Communications	2,100	0	0.0%
16,471	21,500	18,740	514000	Mandated Fees	21,500	2,760	14.7%
161	1,000	1,000	514100	Departmental Special Supplies	1,000	0	0.0%
275	750	750	516100	Training & Education	750	0	0.0%
3,090	4,300	4,300	516500	Conferences & Conventions	4,300	0	0.0%
30	1,100	1,100	516600	Special Events & Meetings	1,100	0	0.0%
450	3,000	3,000	516700	Memberships & Dues	3,000	0	0.0%
0	250	250	517100	Subscriptions	250	0	0.0%
217	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%
16,068	11,871	11,871	600800	Equip Maint Expenses	19,090	7,219	60.8%
3,753	0	0	605400	Amortization of Equipment	3,753	3,753	0.0%
0	0	0	610400	Consulting Services	10,000	10,000	0.0%
10,000	10,000	10,000	619800	Other Contractual Services	0	-10,000	-100.0%
20,989	16,778	16,778	650300	Liability Reserve Charge	19,146	2,368	14.1%
<b>77,250</b>	<b>78,954</b>	<b>76,074</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>92,294</b>	<b>16,220</b>	<b>21.3%</b>
<b>1,321,270</b>	<b>1,509,409</b>	<b>1,506,529</b>	<b>Division Total</b>		<b>1,429,324</b>	<b>-77,205</b>	<b>-5.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145200 Fire Suppression		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
5,814,757	5,539,013	5,539,013	411100	Regular Salaries	5,765,425	226,412	4.1%
1,567,772	1,614,830	1,614,830	411310	Overtime-Regular	1,614,830	0	0.0%
188,298	195,000	195,000	411360	Special Event-OT	195,000	0	0.0%
10,673	11,097	11,097	431000	Deferred Compensation	12,154	1,057	9.5%
102,608	69,542	69,542	432000	Social Security	74,001	4,459	6.4%
814,821	784,140	784,140	433000	Retirement - Employer	798,389	14,249	1.8%
2,045,911	2,155,242	2,155,242	433050	Retirement-Unfunded Liability	2,360,047	204,805	9.5%
63,051	54,726	54,726	433500	Retirement - Employee	61,842	7,116	13.0%
247,406	382,789	382,789	434000	Workers Compensation	417,058	34,269	9.0%
616,110	629,939	629,939	435000	Group Insurance	651,660	21,721	3.4%
24,958	22,750	22,750	435400	Retiree Health Savings	22,938	188	0.8%
745,453	778,493	778,493	435500	Retiree Insurance	760,050	-18,443	-2.4%
190	183	183	436000	State Disability Insurance	212	29	15.8%
15,142	14,050	14,050	437000	Mgt Health Ben	14,600	550	3.9%
186,320	204,000	204,000	437500	Longevity Pay	246,000	42,000	20.6%
5,371	5,330	5,330	438500	Cell Phone Allowance	6,890	1,560	29.3%
0	3,000	3,000	439000	Education Reimbursement	0	-3,000	-100.0%
46,907	46,501	46,501	440000	Uniform Allowance	50,440	3,939	8.5%
<b>12,495,749</b>	<b>12,510,625</b>	<b>12,510,625</b>	<b>Total</b>	<b>Personnel Services</b>	<b>13,051,536</b>	<b>540,911</b>	<b>4.3%</b>
3,915	6,500	5,000	512100	Office Expense	6,500	1,500	30.0%
41,383	34,250	34,250	512400	Communications	34,250	0	0.0%
740	2,700	2,700	514000	Mandated Fees	2,700	0	0.0%
90,429	88,000	88,000	514010	QAF Fee - Fire	88,000	0	0.0%
1,062	1,000	1,000	514020	GEMT Admin Fee	1,000	0	0.0%
75,880	90,260	75,255	514100	Departmental Special Supplies	55,260	-19,995	-26.6%
67,115	100,000	100,533	514600	Small Tools & Equipment	91,300	-9,233	-9.2%
42,139	0	72,141	514900	Strike Team Tools & Eqmt	0	-72,141	-100.0%
20,226	23,000	23,260	516100	Training & Education	23,000	-260	-1.1%
0	3,250	3,250	516500	Conferences & Conventions	3,250	0	0.0%
926	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%
17,170	0	0	517900	Reserve Program	2,000	2,000	0.0%
0	0	10,980	550110	Uniforms	100,000	89,020	810.7%
9,050	9,500	9,500	600100	R&M - Building	9,500	0	0.0%
20,600	24,000	20,862	600200	R&M - Equipment	24,000	3,138	15.0%
437,259	354,564	354,564	600800	Equip Maint Expenses	319,321	-35,243	-9.9%
0	0	4,000	605100	Rental of Equipment	0	-4,000	-100.0%
376,115	0	0	605400	Amortization of Equipment	548,285	548,285	0.0%
0	0	0	610300	Personnel Services	3,000	3,000	0.0%
0	0	2,500	610400	Consulting Services	12,000	9,500	380.0%
21,954	20,200	20,200	619800	Other Contractual Services	5,200	-15,000	-74.3%
157,733	123,133	123,133	650300	Liability Reserve Charge	142,892	19,759	16.0%
<b>1,383,696</b>	<b>882,417</b>	<b>953,188</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,473,518</b>	<b>520,330</b>	<b>54.6%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145200 Fire Suppression			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	3,125	732160	IT Equipment - Software	0	-3,125	-100.0%	
0	0	4,835	740100	Furniture & Furnishings	0	-4,835	-100.0%	
<b>0</b>	<b>0</b>	<b>7,960</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-7,960</b>	<b>-100.0%</b>	
<b>13,879,445</b>	<b>13,393,042</b>	<b>13,471,773</b>	<b>Division Total</b>		<b>14,525,054</b>	<b>1,053,281</b>	<b>7.8%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145300 Emergency Medical Services		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
2,560,207	2,944,859	2,944,859	411100	Regular Salaries	3,624,188	679,329	23.1%
162,953	340,621	340,621	411200	Part-Time Salaries	340,621	0	0.0%
889,086	824,971	824,971	411310	Overtime-Regular	1,124,971	300,000	36.4%
68,967	70,000	70,000	411360	Special Event-OT	70,000	0	0.0%
1,572	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
60,220	41,693	41,693	432000	Social Security	51,822	10,129	24.3%
392,042	493,510	493,510	433000	Retirement - Employer	561,226	67,716	13.7%
1,052,410	1,387,024	1,387,024	433050	Retirement-Unfunded Liability	1,445,583	58,559	4.2%
152,666	280,187	280,187	434000	Workers Compensation	260,182	-20,005	-7.1%
303,011	347,569	347,569	435000	Group Insurance	491,835	144,266	41.5%
12,757	14,950	14,950	435400	Retiree Health Savings	18,850	3,900	26.1%
54,438	57,123	57,123	435500	Retiree Insurance	53,930	-3,193	-5.6%
466	298	298	436000	State Disability Insurance	369	71	23.8%
8,000	8,800	8,800	437000	Mgt Health Ben	11,200	2,400	27.3%
16,670	17,200	17,200	437500	Longevity Pay	13,200	-4,000	-23.3%
1,740	1,560	1,560	438500	Cell Phone Allowance	2,210	650	41.7%
29,016	37,250	37,250	440000	Uniform Allowance	41,720	4,470	12.0%
<b>5,766,221</b>	<b>6,869,175</b>	<b>6,869,175</b>	<b>Total</b>	<b>Personnel Services</b>	<b>8,113,467</b>	<b>1,244,292</b>	<b>18.1%</b>
685	1,169	972	512100	Office Expense	1,169	197	20.3%
3,352	3,660	3,660	512400	Communications	3,660	0	0.0%
118,892	130,885	68,362	514100	Departmental Special Supplies	125,385	57,023	83.4%
7,196	27,390	17,090	514600	Small Tools & Equipment	24,590	7,500	43.9%
18,651	19,000	13,976	516100	Training & Education	19,000	5,024	35.9%
0	1,250	1,250	516500	Conferences & Conventions	1,250	0	0.0%
0	400	400	516600	Special Events & Meetings	400	0	0.0%
667	3,506	3,506	517100	Subscriptions	3,506	0	0.0%
22,245	0	10,800	517950	Ambulance Operator Program Exp	15,000	4,200	38.9%
33,526	0	0	550000	Other Charges	0	0	0.0%
0	4,330	4,330	600200	R&M - Equipment	4,330	0	0.0%
98,573	72,086	72,086	600800	Equip Maint Expenses	130,661	58,575	81.3%
137,195	0	0	605400	Amortization of Equipment	137,195	137,195	0.0%
0	0	0	610400	Consulting Services	156,000	156,000	0.0%
0	0	66,150	614100	Medical Services	0	-66,150	-100.0%
0	0	0	619100	Fiscal Services	105,990	105,990	0.0%
208,770	246,990	292,225	619800	Other Contractual Services	0	-292,225	-100.0%
97,332	90,129	90,129	650300	Liability Reserve Charge	89,143	-986	-1.1%
<b>747,084</b>	<b>600,795</b>	<b>644,936</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>817,279</b>	<b>172,343</b>	<b>26.7%</b>
0	0	574,489	732100	Auto-Rolling Stock & Equipment	0	-574,489	-100.0%
65,051	0	0	732120	Departmental Special Equipment	0	0	0.0%
<b>65,051</b>	<b>0</b>	<b>574,489</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-574,489</b>	<b>-100.0%</b>
<b>6,578,356</b>	<b>7,469,970</b>	<b>8,088,600</b>	<b>Division Total</b>		<b>8,930,746</b>	<b>842,146</b>	<b>10.4%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145400 Emergency Preparedness		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
158,755	157,163	157,163	411100	Regular Salaries	156,627	-536	-0.3%
16,752	24,992	24,992	411200	Part-Time Salaries	24,992	0	0.0%
0	643	643	411310	Overtime-Regular	643	0	0.0%
4,936	4,940	4,940	431000	Deferred Compensation	4,940	0	0.0%
11,734	10,738	10,738	432000	Social Security	12,070	1,332	12.4%
12,805	12,646	12,646	433000	Retirement - Employer	11,352	-1,294	-10.2%
25,009	26,472	26,472	433050	Retirement-Unfunded Liability	29,948	3,476	13.1%
8,392	13,557	13,557	434000	Workers Compensation	14,366	809	6.0%
20,643	21,249	21,249	435000	Group Insurance	10,210	-11,039	-52.0%
965	975	975	435400	Retiree Health Savings	975	0	0.0%
142	143	143	436000	State Disability Insurance	168	25	17.5%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
5,698	5,700	5,700	437500	Longevity Pay	5,700	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
<b>267,904</b>	<b>281,278</b>	<b>281,278</b>	<b>Total</b>	<b>Personnel Services</b>	<b>274,051</b>	<b>-7,227</b>	<b>-2.6%</b>
268	380	380	512100	Office Expense	380	0	0.0%
922	810	810	512400	Communications	810	0	0.0%
129	15,000	15,000	514100	Departmental Special Supplies	15,000	0	0.0%
2,484	6,000	6,000	516100	Training & Education	5,200	-800	-13.3%
0	0	0	516500	Conferences & Conventions	800	800	0.0%
57	200	200	516600	Special Events & Meetings	200	0	0.0%
0	300	300	516700	Memberships & Dues	300	0	0.0%
1,713	1,010	1,010	600800	Equip Maint Expenses	2,178	1,168	115.6%
59	0	0	605400	Amortization of Equipment	59	59	0.0%
15,000	0	60,000	619800	Other Contractual Services	0	-60,000	-100.0%
5,350	4,361	4,361	650300	Liability Reserve Charge	4,922	561	12.9%
<b>25,982</b>	<b>28,061</b>	<b>88,061</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>29,849</b>	<b>-58,212</b>	<b>-66.1%</b>
<b>293,885</b>	<b>309,339</b>	<b>369,339</b>	<b>Division Total</b>		<b>303,900</b>	<b>-65,439</b>	<b>-17.7%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145600 Community Risk Reduction		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
767,880	803,413	803,413	411100	Regular Salaries	854,421	51,008	6.3%
10,514	50,620	50,620	411200	Part-Time Salaries	50,620	0	0.0%
11,498	5,947	5,947	411310	Overtime-Regular	5,947	0	0.0%
22,060	20,000	20,000	411360	Special Event-OT	20,000	0	0.0%
6,664	6,819	6,819	431000	Deferred Compensation	6,819	0	0.0%
25,711	26,610	26,610	432000	Social Security	27,510	900	3.4%
77,983	83,130	83,130	433000	Retirement - Employer	82,312	-818	-1.0%
250,955	257,897	257,897	433050	Retirement-Unfunded Liability	295,058	37,161	14.4%
24,564	21,411	21,411	433500	Retirement - Employee	22,279	868	4.1%
37,392	64,434	64,434	434000	Workers Compensation	62,768	-1,666	-2.6%
98,862	109,794	109,794	435000	Group Insurance	116,025	6,231	5.7%
3,768	4,550	4,550	435400	Retiree Health Savings	4,550	0	0.0%
128,482	133,857	133,857	435500	Retiree Insurance	135,320	1,463	1.1%
1,050	1,214	1,214	436000	State Disability Insurance	1,511	297	24.5%
1,350	1,350	1,350	437000	Mgt Health Ben	1,350	0	0.0%
15,700	16,000	16,000	437500	Longevity Pay	20,000	4,000	25.0%
6,943	6,890	6,890	438500	Cell Phone Allowance	6,890	0	0.0%
6,235	6,412	6,412	440000	Uniform Allowance	5,980	-432	-6.7%
<b>1,497,612</b>	<b>1,620,348</b>	<b>1,620,348</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,719,360</b>	<b>99,012</b>	<b>6.1%</b>
541	2,575	2,575	512100	Office Expense	2,575	0	0.0%
4,491	3,770	2,770	512400	Communications	3,770	1,000	36.1%
465	1,684	4,684	514100	Departmental Special Supplies	1,684	-3,000	-64.0%
77	750	750	514600	Small Tools & Equipment	750	0	0.0%
7,334	7,500	5,075	516100	Training & Education	7,500	2,425	47.8%
0	400	825	516500	Conferences & Conventions	400	-425	-51.5%
0	300	300	516600	Special Events & Meetings	300	0	0.0%
475	750	750	516700	Memberships & Dues	750	0	0.0%
50	800	800	517100	Subscriptions	800	0	0.0%
1,651	6,000	6,000	517300	Advertising and Public Relatio	6,000	0	0.0%
33,011	31,180	31,180	600800	Equip Maint Expenses	28,465	-2,715	-8.7%
26,471	0	0	605400	Amortization of Equipment	26,471	26,471	0.0%
0	0	0	610400	Consulting Services	35,000	35,000	0.0%
7,728	0	0	619800	Other Contractual Services	0	0	0.0%
23,839	20,727	20,727	650300	Liability Reserve Charge	21,506	779	3.8%
<b>106,133</b>	<b>76,436</b>	<b>76,436</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>135,971</b>	<b>59,535</b>	<b>77.9%</b>
<b>1,603,745</b>	<b>1,696,784</b>	<b>1,696,784</b>	<b>Division Total</b>		<b>1,855,331</b>	<b>158,547</b>	<b>9.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			101 GENERAL FUND		10145700 Communications		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
238,026	234,298	234,298	411100	Regular Salaries	246,538	12,240	5.2%
0	7,538	7,538	411310	Overtime-Regular	7,538	0	0.0%
1,572	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
17,622	17,102	17,102	432000	Social Security	18,822	1,720	10.1%
18,938	18,314	18,314	433000	Retirement - Employer	16,587	-1,727	-9.4%
38,261	41,994	41,994	433050	Retirement-Unfunded Liability	47,413	5,419	12.9%
11,152	17,920	17,920	434000	Workers Compensation	18,849	929	5.2%
39,487	40,613	40,613	435000	Group Insurance	50,655	10,042	24.7%
1,965	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
4,017	4,149	4,149	435500	Retiree Insurance	4,210	61	1.5%
1,122	1,090	1,090	436000	State Disability Insurance	1,332	242	22.2%
5,745	5,700	5,700	437500	Longevity Pay	5,700	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
1,850	1,850	1,850	440000	Uniform Allowance	2,300	450	24.3%
<b>381,328</b>	<b>395,638</b>	<b>395,638</b>	<b>Total</b>	<b>Personnel Services</b>	<b>425,014</b>	<b>29,376</b>	<b>7.4%</b>
79	1,275	1,275	512100	Office Expense	1,275	0	0.0%
6,947	6,620	6,620	512400	Communications	6,620	0	0.0%
15,771	20,418	20,418	514100	Departmental Special Supplies	20,418	0	0.0%
4,362	6,778	4,567	514600	Small Tools & Equipment	5,962	1,395	30.6%
0	4,500	4,500	516100	Training & Education	4,500	0	0.0%
148	150	150	516600	Special Events & Meetings	150	0	0.0%
50,000	50,000	50,000	516700	Memberships & Dues	50,123	123	0.2%
0	300	300	600100	R&M - Building	300	0	0.0%
49,507	70,500	71,820	600200	R&M - Equipment	70,500	-1,320	-1.8%
5,505	3,665	3,665	600800	Equip Maint Expenses	31,954	28,289	771.9%
2,848	0	0	605400	Amortization of Equipment	2,848	2,848	0.0%
26,177	25,000	25,000	619800	Other Contractual Services	25,693	693	2.8%
7,110	5,764	5,764	650300	Liability Reserve Charge	6,458	694	12.0%
<b>168,455</b>	<b>194,970</b>	<b>194,078</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>226,801</b>	<b>32,723</b>	<b>16.9%</b>
0	0	2,211	732150	IT Equipment - Hardware	0	-2,211	-100.0%
<b>0</b>	<b>0</b>	<b>2,211</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-2,211</b>	<b>-100.0%</b>
<b>549,784</b>	<b>590,608</b>	<b>591,928</b>	<b>Division Total</b>		<b>651,815</b>	<b>59,887</b>	<b>10.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			414			41445200		
			OPERATING GRANTS FUND			HHS CARES ACT		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
15,184	0	0	514120	Disaster Supplies		0	0	0.0%
15,184	0	0	Total	Maint & Operations		0	0	0.0%
15,184	0	0	Division Total			0	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			414		41445904			
			OPERATING GRANTS FUND		Emergency Management Performan			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	8,167	411150	Salaries-Project	0	-8,167	-100.0%	
0	0	8,167	Total	Personnel Services	0	-8,167	-100.0%	
0	8,000	31,646	514100	Departmental Special Supplies	8,166	-23,480	-74.2%	
8,471	0	2,648	516100	Training & Education	0	-2,648	-100.0%	
8,471	8,000	34,294	Total	Maint & Operations	8,166	-26,128	-76.2%	
8,471	8,000	42,461	Division Total		8,166	-34,295	-80.8%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			414			41445909		
			OPERATING GRANTS FUND			Fire - SAFER Grant		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	425,000	425,000	952101	Trsf Out To - Fund 101		1,080,000	655,000	154.1%
0	425,000	425,000	Total	Inter-Fund Transfers		1,080,000	655,000	154.1%
0	425,000	425,000	Division Total			1,080,000	655,000	154.1%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			414		41445910			
			OPERATING GRANTS FUND		State Homeland Security 2018			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	9,571	732120	Departmental Special Equipment	0	-9,571	-100.0%	
0	0	9,571	Total	Capital Outlay	0	-9,571	-100.0%	
0	0	9,571	Division Total		0	-9,571	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FIRE			414		41445911			
			OPERATING GRANTS FUND		Assistance to Firefighters Grt			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	71,906	732120	Departmental Special Equipment	0	-71,906	-100.0%	
0	0	71,906	Total	Capital Outlay	0	-71,906	-100.0%	
0	0	71,906	Division Total		0	-71,906	-100.0%	





# 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>101 – GENERAL FUND</b>						
50100	Community Development Admin	536,882	639,787	629,186	-10,601	-1.7%
50120	Economic Development	1,427,307	2,125,433	1,590,835	-534,598	-25.2%
50150	Building Safety	3,070,508	2,231,193	2,307,899	76,706	3.4%
50200	Current Planning	1,458,709	1,393,265	1,512,987	119,722	8.6%
50250	Enforcement Services	994,662	1,076,585	1,107,064	30,479	2.8%
50400	Advance Planning	1,425,682	2,329,879	549,076	-1,780,803	-76.4%
50500	Neighborhood Preservation	882,859	1,202,185	978,668	-223,517	-18.6%
50520	Homeless Services	7,177	0	0	0	0.0%
50550	Rent Stabilization	0	286,950	848,295	561,345	195.6%
<b>Fund Total</b>		<b>9,803,786</b>	<b>11,285,277</b>	<b>9,524,010</b>	<b>-1,761,267</b>	<b>-15.6%</b>
<b>412 - BUILDING SURCHARGE FUND</b>						
50150	Building Safety	2,659	103,420	127,992	24,572	23.8%
<b>Fund Total</b>		<b>2,659</b>	<b>103,420</b>	<b>127,992</b>	<b>24,572</b>	<b>23.8%</b>
<b>414 - GRANTS OPERATING FUND</b>						
50400	LEAP(LocalEarlyActionPlan)Prog	0	150,000	0	-150,000	-100.0%
50541	Homeless Services	210,599	63,914	24,750	-39,164	-61.3%
<b>Fund Total</b>		<b>210,599</b>	<b>213,914</b>	<b>24,750</b>	<b>-189,164</b>	<b>-88.4%</b>
<b>425 - ASSESSMENT DISTRICT FUND</b>						
16510	W Wash Landscape Maint Dist #1	8,844	53,362	22,100	-31,262	-58.6%
16520	W Wash Landscape Maint Dist #2	29,690	29,063	19,600	-9,463	-32.6%
16530	W Wash Landscape Maint Dist #3	0	5,750	6,200	450	7.8%
<b>Fund Total</b>		<b>38,533</b>	<b>88,175</b>	<b>47,900</b>	<b>-40,275</b>	<b>-45.7%</b>



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

EXPENDITURE SUMMARY		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>426 - SECTION 8 HOUSING</b>						
50510	Rental Assistance	1,652,612	1,813,115	1,862,887	49,772	2.7%
<b>Fund Total</b>		<b>1,652,612</b>	<b>1,813,115</b>	<b>1,862,887</b>	<b>49,772</b>	<b>2.7%</b>
<b>475 - CULVER CITY PARKING AUTHORITY</b>						
16100	Non-Departmental	1,313,460	1,350,000	1,350,000	0	0.0%
55100	Administration	141,389	207,452	220,590	13,138	6.3%
55310	Cardiff Prkg Structure	297,428	351,394	364,016	12,622	3.6%
55320	The Culver Steps	57,454	0	0	0	0.0%
55380	Ince Prkg Structure	659,208	595,219	737,528	142,309	23.9%
55440	Ivy Substation/Media Park	0	20,000	20,000	0	0.0%
55560	Virgina Parking Lot	69,044	94,000	133,974	39,974	42.5%
55580	Watseka Prkg Structure	215,437	287,544	368,552	81,008	28.2%
<b>Fund Total</b>		<b>2,753,419</b>	<b>2,905,609</b>	<b>3,194,660</b>	<b>289,051</b>	<b>9.9%</b>
<b>476 - CULVER CITY HOUSING AUTHORITY</b>						
16100	Non-Departmental	853,394	817,225	978,668	161,443	19.8%
50700	Housing Dept Services	0	0	449,250	449,250	0.0%
50710	Admin Supply and Services	296,741	2,552,033	2,859,846	307,813	12.1%
50720	Rental Assistance Payments	227,528	307,780	324,440	16,660	5.4%
50725	Homeless Rental Assistance Pro	129,746	237,349	234,813	-2,536	-1.1%
50730	Mortgage Assistance Program	0	1,250	1,250	0	0.0%
50760	Neighborhood Preservation	57,386	410,512	275,000	-135,512	-33.0%
50780	Fair Housing	4,775	482,089	180,000	-302,089	-62.7%
50890	Housing Protections	219,041	3,587,870	8,421,300	4,833,430	134.7%
50910	Homeless Program	20,184	849,428	147,500	-701,928	-82.6%
<b>Fund Total</b>		<b>1,808,795</b>	<b>9,245,536</b>	<b>13,872,067</b>	<b>4,626,531</b>	<b>50.04%</b>
<b>550 - SUCCESSOR AGENCY</b>						
90000	Administration	2,767,793	35,900,620	18,739,726	-17,160,894	-47.8%
90860	Debt Service	4,047,093	2,889,007	2,684,750	-204,257	-7.1%
<b>Fund Total</b>		<b>6,814,886</b>	<b>38,789,627</b>	<b>21,424,476</b>	<b>-17,365,151</b>	<b>-44.8%</b>
<b>Department Total</b>		<b>\$23,085,289</b>	<b>\$64,444,672</b>	<b>\$50,078,742</b>	<b>-\$14,365,930</b>	<b>-22.3%</b>



2021/2022  
PROPOSED BUDGET

# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

REVENUE SUMMARY	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Building Permits	3,124,221	1,075,000	2,000,000	925,000	86.0%
Bldg Standards Admin Surcharge	-3,641	4,500	2,500	-2,000	-44.4%
Other License & Permits - Bldg	377,658	204,500	300,000	95,500	46.7%
CASp Certificate/Traing AB1379	49,870	9,000	30,000	21,000	233.3%
Electric Permits	693,924	750,000	500,000	-250,000	-33.3%
Residential Building Records	32,546	22,500	30,000	7,500	33.3%
Plumbing and Heating	1,036,353	550,000	700,000	150,000	27.3%
Admin Citations	735	500	500	0	0.0%
HUD Revenue - Voucher	1,500,411	1,300,000	1,300,000	0	0.0%
LEAP(LocalEarlyActionPlan)Prog	0	150,000	0	-150,000	-100.0%
Admin Fees - Voucher	144,762	0	0	0	0.0%
Admin Fees - Coordinator	30,905	72,000	36,400	-35,600	-49.4%
Homeless Services Grant	0	425,000	0	-425,000	-100.0%
Homeless incentive Program	0	24,750	24,750	0	0.0%
LA Metro - Wayfinding Signs	0	20,000	20,000	0	0.0%
Plan Zone, Subdivision	586,677	400,000	480,000	80,000	20.0%
Plng Svcs Reimbursement	54,549	90,000	5,000	-85,000	-94.4%
Business Planning Review Fee	6,525	10,000	9,000	-1,000	-10.0%
Community Benefit Contribution	343,226	394,093	326,000	-68,093	-17.3%
Jackson Rent Proceeds	0	96,000	0	-96,000	-100.0%
Culver Villas Monitoring Fee	0	5,000	0	-5,000	-100.0%
MAP Proceeds	0	42,000	0	-42,000	-100.0%
Code Enforcement Fees	322	0	100	100	0.0%
Plan Check Fees	2,329,036	1,197,088	1,750,000	552,912	46.2%
Admin Processing & Review Fee	316,690	250,000	225,000	-25,000	-10.0%
Film Parking	6,336	15,000	15,000	0	0.0%
Interest Income	-77	0	0	0	0.0%
Farmers Market Income	43,284	38,118	38,000	-118	-0.3%
Leases - Econ Dev Agrmnts	85,298	63,590	60,000	-3,590	-5.6%
Miscellaneous Revenue	2,649	295,950	798,795	502,845	169.9%
Fraud Recovery Admin	2,202	0	0	0	0.0%
Culver City Housing Authority	443,275	5,009,776	5,996,000	986,224	19.7%
Successor Agency	21,038,103	24,389,859	20,314,574	-4,075,285	-16.7%
City Hall Parking P1	39,451	29,400	31,680	2,280	7.8%
Cardiff Parking	17,880	20,160	31,680	11,520	57.1%
Virginia Parking Lot	152,200	171,600	171,600	0	0.0%



2021/2022  
PROPOSED BUDGET

# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
RDA Watseka Parking	245,422	278,000	264,960	-13,040	-4.7%
RDA Venice Parking Lot - 9415-	4,830	5,760	5,760	0	0.0%
RDA Sony Parking - 9099 Washin	900	65,000	0	-65,000	-100.0%
RDA Robertson Bl Parking Lot	20,525	21,600	21,600	0	0.0%
Ince Parking Structure Revenue	622,384	656,640	656,640	0	0.0%
RDA - 3825 Canfield Parking Lt	24,480	28,440	28,440	0	0.0%
8906 Venice Parking Lot	0	500	0	-500	-100.0%
Transient Parking	2,049,277	1,943,888	1,471,219	-472,669	-24.3%
Interest Income	211,611	108,000	108,000	0	0.0%
Rental Income	18,891	15,000	0	-15,000	-100.0%
Miscellaneous Revenue	8,773	184,830	75,470	-109,360	-59.2%
General Revenues	-12,577,173	24,011,630	12,250,074	-11,761,556	-49.0%
<b>Department Total</b>	<b>\$23,085,289</b>	<b>\$64,444,672</b>	<b>\$50,078,742</b>	<b>-\$14,365,930</b>	<b>-22.3%</b>



# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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	5.00	1.00	25.0%
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%
Deputy Building Official	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%
Plan Check Engineer **	0.00	0.00	1.00	1.00	100.0%
Division Total	9.95	9.95	11.95	2.00	20.1%
<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	2.00	1.00	0.0%
Sr. Planner	1.00	1.00	1.00	0.00	0.0%
Division Total	7.00	7.00	8.00	1.00	14.3%
<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 Manager	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 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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 & Rent Stabilization Manager	1.00	1.00	1.00	0.00	0.0%
Housing Supervisor	1.00	1.00	1.00	0.00	0.0%
Occupancy Specialist	1.00	1.00	1.00	0.00	0.0%
Structural Rehab Specialist #	0.50	0.50	0.50	0.00	0.0%
Division Total	6.00	6.00	6.00	0.00	0.0%
<u>10150550 Rent Stabilization</u>					
Admin Clerk	0.00	1.00	1.00	0.00	0.0%
Housing & Rent Stabilization Coordinator	0.00	1.00	1.00	0.00	0.0%
Rent Stabilization Analyst	0.00	1.00	1.00	0.00	0.0%
Division Total	0.00	3.00	3.00	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%
<b>Total Positions</b>	<b>41.45</b>	<b>44.45</b>	<b>47.45</b>	<b>3.00</b>	<b>6.7%</b>

\* Addition of one (1) Building & Safety Inspector position

\*\* Addition of one (1) Plan Check Engineer

\*\*\* Addition of one (1) Planning Technician I

# Vacant position(s) frozen, no appropriation included for Fiscal Year 2021/2022: Structural Rehab Specialist (1).



# 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

#### On-Going Projects / Programs

#### I. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation

- Collaborate with Transportation and Public Works Departments on City Council mobility initiatives including Move Culver City, Tactical Mobility Lane, mobility grants, long range mobility planning in General Plan.
- Collaborate with Transportation and Public Works Departments on mobility fee for new project entitlements to be adopted in 2020-2021 following adoption of TDFM Mobility Model.

*Status: TDFM Model adopted in 2020. Mobility fee to be adopted in 2021. Move Culver City Public outreach underway and preliminary plans prepared, on-going interdepartmental meetings underway to refine mobility goals and objectives and establish departmental roles in promoting mobility.*

- Collaborate with Public Works and Transportation Departments on new draft TDM Ordinance. Prepare interim TDM measures related parking and mobility conditions for project entitlements and parking and related Zoning Code amendments to advancing mobility goals.
- *Status: TDM measures including new mobility/parking development conditions to be completed in 2021. New TDM Ordinance will be drafted in 2021/2022*

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

- Coordinate Division work to develop a Ballona Creek Revitalization (BCR) action plan.

*Status: CDD Divisions and Public Works Department studied BCR implementation measures with Civic Spark Fellows through August 2020.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Adopt the recommendations of the BCR action plan as part of the General Plan Update Mobility and Recreation Elements.  
*Status: GPU in production.*
- Identify and determine feasibility of potential BCR recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.  
*Status: GPU in production.*

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

- Coordinate and implement Council approved affordable housing programs with Housing Division.  
*Status: Three Affordable Housing Studies completed in 2020, five Affordable Housing Programs implemented or in production (Affordable ADU, Emergency Rental Assistance Program (ERAP), Mixed Use Inclusionary Housing Ordinance adopted, Linkage Fee Study and related draft ordinance, Rent Stabilization and Tenant Protection).*
- Participate with City Manager, City Attorney, Public Works, Police and Fire Departments and Enforcement Services and Housing Divisions on homeless encampment outreach and clean ups.  
*Status: On-going*
- Coordinate and Implement approved Homeless Services Programs.  
*Status: On-going*

### IV. 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).
- *Status): Partially completed and in progress. Amortization Study released Summer 2020 for public review and City Council discussion. October 2020, the City Council adopted*





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Resolution declaring its intent to evaluate the establishment of an approximate five-year phase-out period for the amortization of nonconforming oil and gas uses within the City. Proposed draft Ordinance will be presented to the City Council for consideration FY 20-21*

### **V. Development Services Improvements**

- Development Services "Permit Center"

*Status: Completed recruitment of Deputy Building Official as Permit Center Manager, permit workflow review in process, tracking and reporting established. Permit Tech II work rotation delayed due to City Hall closure due to pandemic.*

- Prepare new Permit Center operations refinements including customer work station, directional signage, payments on 2<sup>nd</sup> floor.

*Status: On hold during City Hall closure due to pandemic.*

- Expand online permitting

*Status: Online permitting for solar water heater installations and other plumbing permits not requiring plan submittal have been implemented. Other online permitting will be implemented over next fiscal year. (Sandblasting, drywall replacement, appliance gas vent, furnace, heater – floor/recessed/unit, residential pool/spa/hot tub, backflow device, water service, shower, lavatory, lawn sprinkler, dishwasher). Accela Citizen Access online payments available during the next fiscal year.*

### **VI. Administration**

- Administer contracts and workflow for seven Divisions (including new Rent Stabilization Unit) in Housing Division.

*Status: On-going and organize New Rent Stabilization Unit with Housing Division in 2021*

- Complete Phase II "Reach" Building Code and Soft Story Code amendments with Building Safety Division in 2021

*Status: Code amendments public outreach completed in March, Council ordinance consideration April 2021.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Complete record retention implementation for all Department divisions.

*Status: Delayed during City Hall closure due to pandemic*

### BUILDING DIVISION

#### On-Going Projects / Programs

- 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.

*Status: Completed 2020. On-going - Testing phase underway for Accela Citizen Access (ACA) online permit for simple permits. Completed Building Safety Division plan review and inspection report metrics. Automated applicant construction notices. Implemented online application and payment for building record reports. Implemented online application, payment, and issuance of "Over the Counter" permits (roofing, water heater, window replacement, plumbing repairs, residential electrical, plumbing).*

- Enhanced Building Safety website information including applications, code information. bulletins and handouts.

*Status: Completed 2020. Successfully updated Building Safety Division webpage applications and forms and instructions for applications and plans submittal and inspection requests to conform with new City's Open Cities platform.*

- Commenced implementation of the Permit Center:
  - Coordinate Building Safety, Current Planning application process for selected types of permits to improve customer services.
  - Improve public counter customer service with new kiosk to query permit and/or development services process information status.
  - Staffing - Implement Permit Tech II rotation schedule for interdepartmental work.
  - Technology – Install related hardware and software as needed for implementation.

*Status: Application processing completed for select permits. Physical improvements and staffing delayed due to City Hall closure resulting from COVID-19*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Adoption and Implementation of Phase II (Electrification) "Reach" Building Code Amendment to establish more energy efficient City Building standards.

*Status: Deferred until 2021. Phase I of Reach Codes adopted in 2019, effective 2020. Successfully conducted 9 community outreach sessions for Phase II discussion. Prepared summary of public outreach for website posting and next steps for Code adoption in 2021.*

- Adoption and Implementation of Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.

*Status: Completed city-wide Soft Story survey in 2019. Completed 3 online community outreach meetings concerning the program in 2020. Completed Technical Advisory review from SEAOSC Safer Cities Committee in 2020. Draft ordinance and develop technical guidelines based upon community and Technical Advisory input. SWOF Ordinance adoption in 2021.*

- Construction coordination for major commercial projects: Entrada, Brick and Machine, The Culver Studios, Apple and Ivy Station Projects, Culver Public Market, Citizen Market Hall, and Synapse Office Building and related Automated Parking Garage (8888 Washington).

*Status: Construction on Entrada, Brick and Machine, Ivy Station, Culver Public Market, Citizen Market Hall, Synapse is proceeding. Culver Studios (K and L Buildings) complete, Certificate of Occupancy (C of O) in 2021. Ivy Station residential and office buildings complete, C of O in 2021, hotel C of O in 2021. Citizen Market Hall C of O in 2021. Culver Public Market delayed due to pandemic. Brick and Machine construction underway. Entrada construction underway, C of O expected 2021. Synapse C of O 2021.*

- Staff Recruitments – Recruitments of 2 Permit Technicians and 1 Building Inspector.

*Status: Delayed during City Hall closure due to pandemic.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Completed Building Safety Division metrics reporting for the first half (6 months) of FY 20-21:

FY 20-21 Q1-Q2 (Jul 1, 2020 to December 31, 2020)*	
Permit applications processed	1,501 (747 w/ plans submittal and review)
Permits issued	1,348
Inspections performed	6,135
Reports of building records issued	265
Business licenses processed	160
Plan check revenues	\$453,000
Permit revenue	\$1,061,000

\*Full fiscal year calculations will be compiled in June 2021.

## ENFORCEMENT SERVICES DIVISION

### On-Going Projects / Programs

- General Enforcement Complaints – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service: *Year 2019 – 1373.*

*Status: Year 2020 – Requests - 779*

- Leaf Blower Regulations – Continue permitting process for gardeners who use leaf blowers. Continue educational processes to inform permit holders of changes to take effect in 2022.

*Status: Ongoing. 52 Leaf Blower permits issued.*

- Cannabis Regulations – Continue assisting with permitting process and inspections for Cannabis businesses.

*Status: Reviewed licenses and inspect as needed for 4 businesses.*

- Massage Establishments – Continue to work with other city departments for inspection and enforcement of permit requirements for massage establishments.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Massage businesses were closed most of the year due to the pandemic. Inspections are resuming with 5 inspections currently pending.*

- 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.

*Status: Performed 55 cleanups at a cost of \$74,007. Worked with Public Works Department on RFP for new Contract. Current Contractor has been providing services for the past 5 years.*

- Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program.

*Status: 161 properties currently under Amnesty. Actively working with 41 property owners on resolution.*

- Park Patrol - Continue to provide patrol officers for the Parks, Recreation and Community Services Department.
- Continue Interdepartmental and interdivisional collaboration - Assist Public Works with enforcement of streets and sidewalk encroachments, polystyrene ban, illicit discharges to storm drains, polystyrene ban, outdoor dining regulations, parkway landscaping, solid waste services and homeless encampments. Assist Housing Division, Current Planning and Building Safety Division with Code Enforcement and Housing Programs (e.g. Mobile Home Replacement Program, tenant/landlord issues, homeless encampment cleanups; zoning enforcement, and unpermitted construction.)

## ADVANCE PLANNING DIVISION

### On-Going Projects / Programs

#### VII. Strategic Plan 2018-2023, Goal 1 – Ensure Long-Term Financial Stability

- General Plan Update (GPU) Grant Funding – Manage existing grants and seek new grant funding and partnership opportunities to support the update process.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Ongoing. California Department of Housing and Community Development grants were awarded to promote housing production in Culver City. The Planning Grants Program award will fund the Housing Element and the Local Early Action Planning award will fund the Sepulveda Boulevard housing production study.*

### **VIII. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation**

- MOVE Culver City – Assist the Transportation and Public Works Departments with the Tactical Mobility Lanes Pilot, including Corridor 1 (Downtown Culver & Washington Blvds), Corridor 2 (Sepulveda Blvd), and Corridor 3 (Jefferson Blvd).

*Status: Ongoing. Division staff took part the consultant procurement process, kicking the project off, and participated in various engagement activities.*

- Traffic Demand Management (TDM) – Coordinate with CDD Administration, Current Planning Division and Transportation and Public Works Departments on TDM strategies and programs, including the Parking and TDM Ordinances.

*Status: Ongoing. Division staff prepared materials and coordinated between Departments to start a discussion on preparing a TDM Ordinance and participated in discussions on the Parking Ordinance.*

### **IX. Strategic Plan 2018-2023, Goals 1 and 2 – Ensure Long-Term Financial Stability and Enhance Mobility and Transportation**

- Travel Demand Forecast Model (TDFM) – Collaborate with the Public Works and Transportation Departments on the travel demand model and related tasks.

*Status: Travel Demand Forecast Model; updated Transportation Study Criteria and Guidelines; transportation review fee; vehicle miles traveled tool completed; Trip Generation Rate Development Memo; VMT Metrics, Thresholds, and Case Studies Memo; Mobility Fee Nexus Study and Economic Analysis; and Mobility Fee Program completed.*

### **X. Strategic Plan 2018-2023, Goal 3 – Revitalize Ballona Creek**

- Ballona Creek Revitalization (BCR) – Collaborate with the Administration and Economic Development Divisions to develop a creek revitalization action plan.

*Status: No action was taken in FY20/21 due to COVID-19 budget cuts.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

### **XI. Strategic Plan 2018-2023, Goals 2 and 4 – Enhance Mobility and Transportation and Enhance Housing and Homeless Services.**

- GPU State Regulation Compliance – Ensure GPU policies follow recent major State regulations including Senate Bills (SB) 32 and 375 (greenhouse gas emissions), SB 1241 (fire risk), SB 1000 (environmental justice), SB 379 (climate adaptation), SB 743 (vehicle miles traveled and level of service), Assembly Bill (AB) 1358 (Complete Streets), AB 1397 and SB 166 (housing), SB 18 and AB 52 (Tribal consultation), among others.

*Status: Ongoing. The team will ensure GPU policies follow all applicable agency regulations.*

### **XII. Strategic Plan 2018-2023, Goals 1, 2, and 5, Ensure Long-Term Financial Stability, Enhance Mobility and Transportation and Transform Inglewood Oil Field.**

- Carbon Disclosure Project – Conduct annual reporting, in collaboration with City Departments, to quantify the City's progress in reducing greenhouse gas emissions.

*Status: Ongoing. The City reported for calendar year 2020.*

### **XIII. Strategic Plan 2018-2023 – Fulfills all Goals and the Plan's commitment to civic/community engagement, equity and sustainability.**

- GPU Speaker Series – Hold events to inform, educate, discuss community members' issues of concern, and inspire the community to take part in the GPU process.

*Status: Completed. No action was taken in FY20/21 due to COVID-19 budget cuts. As the first phase of the GPU is complete, no future events are planned.*

- Governmental Alliance on Race Equity (GARE) – Participate in the City's Governmental Alliance on Race Equity (GARE) program.

*Status: Ongoing. Division staff did not take part in the cohort this year due to staffing strains caused by the pandemic. However, staff did take part in the City Manager's Public Safety Review process including the GARE team's review of the Police Department's use of force policies and the Chief's Advisory Panel.*

- General Plan Update (GPU) – Update the General Plan, including citywide visioning, equitable community engagement, existing conditions documentation, land use and transportation alternatives, draft policy frameworks, technical analyses, and ensuring consistency with existing City plans (e.g., TOD Visioning Study, Reimagine Fox Hills.





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

studies, Large Single-Family Home Design Guidelines, Hillside Study, Draft Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and other related projects and plans).

	GPU Required Topics							Other Topics Addressed									
	Land use	Circulation (New	Housing	Open Space	Conservation	Noise	Safety	Environmental	Parks and	Urban Design	Economic	Climate Change	Art and Culture	Infrastructure	Smart Cities	Governance	Implementation
<b>2018-2023 Strategic Plan Goals</b>																	
<i>Ensure Long-Term Financial Stability</i>	X	X	X				X	X			X	X	X	X	X	X	X
<i>Enhance Mobility and Transportation</i>	X	X	X			X	X	X		X	X	X		X	X	X	X
<i>Revitalize Ballona Creek</i>	X	X		X	X		X	X	X	X	X	X	X	X		X	X
<i>Enhance Housing and Homeless Services</i>	X	X	X				X	X		X	X	X		X	X	X	X
<i>Transform Inglewood Oil Field</i>	X			X	X		X	X				X				X	X

Status: Ongoing. Completed deliverables during Fiscal Year 2020/2021 include:

- Community Engagement Plan
  - 1 City Council visioning study session
  - 1 City Council/Planning Commission land use strategies workshop
  - Planning Commission Housing Element and preferred land use alternative study sessions
  - Project updates to Planning Commission, Cultural Affairs Commission, and Committee on Homelessness
  - 15 General Plan Advisory Committee meetings
  - 6 Technical Advisory Committees meetings
  - 1 Community Land Use Strategies Workshop
  - 1 Community Visioning Festival Workshop (150 participants)
  - 36 Stakeholder interviews
  - 4 Pop-up meetings
  - 15 Speaker Series events
  - 1 Interactive project website
  - 8 Online Educational Forum videos and micro surveys on topic-specific existing conditions reports
  - 1 Online Issues and Opportunities Visioning survey (250+ responses)
  - 1 Online Public Safety survey (2,500+ response)





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 1 Online story bank
- Volunteer communications network
- Existing Conditions Reports
  - Mobility and Transportation;
  - Socioeconomic Profile and Market Analysis;
  - Land Use and Community Design;
  - Arts, Culture, & Creative Economy and Cultural Case Studies;
  - Parks, Public Facilities, and Public Services;
  - Infrastructure;
  - Climate Hazards;
  - Environmental;
  - Greenhouse Gas Inventory
- Collaborate with UCLA Students on UCLA Comprehensive Project: Analysis and Recommendations for the Culver City General Plan Update
- Vision and Guiding Principles
- Land use strategies/models for change, alternatives for areas of change, and alternatives analysis
- Economic recovery strategy (best practices memo, recommended policies and actions memo)
- Sepulveda Boulevard housing production study (retail demand model, property assessment, concept design studies, pro forma analysis of development feasibility, incentives/standards)

## CURRENT PLANNING DIVISION

### On-Going Projects / Programs

- Provided public information and assistance; conducted property reports; prepared zoning confirmation letters, reviewed applications for licenses and permits; conducted plan checks; and managed 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*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Changes, General Plan Amendments, Comprehensive Plans and Conditional Use Permits*

- Reviewed development projects and their environmental documents proposed in adjacent jurisdictions for potential impacts to Culver City.

*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.*

- Participated 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, and Westside/Palms Neighborhood Council.*

- Implementation and discretionary case processing associated with the Washington/National Transit Area Development (TOD) projects:

*Status:*

- Apple Building – complete, occupancy 2021
- Ivy Station residential and office buildings complete, occupancy 2021, Hotel under construction, hotel restaurant TI under construction, complete 2021
- 8888 Washington – building shell complete, TI in process, occupancy 2021
- 3725 Robertson – Entitlement complete, construction 2021, occupancy 2022
- 3434 Wesley – under construction, occupancy estimated 2021

- Participated with other City Departments and Divisions in preparation Environmental Review documents, and studies.

*Status:*

- Bicycle and Pedestrian Action Plan – complete 2020
- General Plan – complete 2022
- Transportation Planning Grant – complete 2021
- Travel Demand Forecast Modeling (TDFM) and Transportation Demand Management Ordinance - complete 2021
- Mobility Fee - complete 2021
- Fiber Optic CEQA filing - complete 2020
- Tactical Mobility Lane - complete 2021<sub>14</sub>



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- *Motel Re-Use Study – completed 2020*
- *Mixed Use Inclusionary Nexus Study – completed 2020*
- *Emergency Shelters Mapping – completed 2020*
- *SB2 Grant Review – completed 2020*
- *General Plan Update Technical Study Reviews – completed 2021*

- Processed annual zoning code clean-up text amendments, annual conditions of approval update, and “look-back” conditions update.

*Status: Clean-up Zone Text Amendment – completed August 2020*

- Initiated staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

*Status: Carried over to next fiscal year due to pandemic.*

- Provided General Plan Update (GPU) status to Joint Council / Planning Commission.

*Status: Completed Jan. 27, 2021.*

- Created Accela permitting software reports to track project applications and permit processing.

*Status:*

- *Current Planning Plan Check Processing and Tracking Report - completed 2020*
- *Current Planning Entitlement Processing and Tracking Report – completed 2021*
- *Current Planning Administrative Application Processing and Tracking Report – completed 2021*
- *Current Planning Revenue and Receipt Report – completed 2020*

- Coordinated Planning staff meeting with Culver City development/real estate industry professionals.

*Status:*

- *Mixed-Use Inclusionary Ordinance – Completed 2021*
- *Comprehensive Parking Ordinance – Spring 2021*

- Coordinated Planning Commission site visits of previously entitled and built projects.

*Status: Carried over to next fiscal year due to pandemic.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Updated Current Planning applications, handouts, summary sheets, and informational documents for easy public use and understanding.

*Status:*

- *Accessory Dwelling Unit Development Standards Summary Sheet - complete*
- *Mechanical Permit Application - complete*
- *Fence Application - complete*
- *Online submittal capabilities - complete*
- *Allowed Projections into Setbacks Summary Sheet - complete*
- *Multiple Business Sign Program Template – complete*
- *Upper Culver Crest Hillside Design Standards - complete*
- *Address Assignment Application - complete*
- *Sign Application - complete*

- Implement Permit Center improvements for Current Planning Division. 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. Build out Development Permit Center on second floor including cubicle rearrangement, furniture, related equipment and supplies, software, and counter configuration.

*Status: Carried over to next fiscal year due to pandemic.*

- Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.

*Status: Ongoing*

- Complete revision to Single Room Occupancy Parking, Zoning Code Section 17.400.106.

*Status: Completed Feb. 2020*

- Complete revision to Minimum Unit Sizes (Micro-Units).

*Status: Completed Feb. 2020*

- Complete revision to Single Family Residential Design and Development Standards.

*Status: Completed July 2020*

- Complete revision to Extended Stay Hotels in Commercial Zones.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Completed Feb. 2021*

- Complete revision to Fitness Studio Parking Ratio.

*Status: Completed July 2020*

- Complete revision to Mixed-used Zone for Affordable Housing.

*Status: Completed Feb. 2021*

- Complete revision to Single Room Occupancy Parking

*Status: Completed Feb. 2020*

- Complete Comprehensive Parking Standards Update Parking

*Status: In progress, expected completion in March/April 2021*

- Complete Sign Code Update

*Status: Carried over to next fiscal year due to pandemic.*

### Planning Division FY20/21 Pending Development Projects

#### Anticipated Projects

PROJECT ADDRESS	DESCRIPTION	STATUS
11469 Jefferson Blvd	150+ room boutique hotel SPR	MND out for public review, pending Planning Commission consideration Feb./March 2021
11039 Washington Blvd	4 new auto bays for Volvo dealership care repair; CUP	Incomplete application
5645 Sepulveda Blvd	4-story medical office; SPR	Incomplete application
3975 Landmark St	Stacked/Automated parking, CUP	Incomplete application
5914 Blackwelder Street	New office building, ASPR	Incomplete application
2921 La Cienega Blvd	Tandem Parking (addition & conversion), AUP	Complete 2020



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

11620 Washington Blvd Vista Del Sol	33,747 sq. ft. expansion SPR, CUP Mod	Incomplete application
4044 Madison Ave.	4-Unit Condominium ASPR TPM	Complete 2021
3868-3900 Sepulveda Blvd.	New 5 story, 156 room hotel SPR	Incomplete application
11224 Venice/3801 Sepulveda	Beer and Wine (off-sale) incidental to convenience store, CUP, ZCMA	Incomplete application
3826 Girard Ave.	4-Unit Condominium ASPR TPM	Complete 2020
11141 Washington Blvd	Senior Housing, TBD, TBD	Complete 2020
4233 East	4-Unit Condominium ASPR TPM	Complete 2020
3336 & 3340 Helms Ave	8-Unit Condominium; ASPR TTM	Complete 2020
4080 Lafayette Pl,	5-unit condo, ASPR, TTM	Complete 2020
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	Incomplete application
4095 Sawtelle Blvd,	4-Unit Condo ASPR, TPM	Complete 2020
3907 Prospect Ave;	New 3rd unit property with 2 existing units; ASPR	Complete 2020
5977 Washington Blvd;	CUP for car stacker	Incomplete application
2929 La Cienega Blvd	CUP/Mod to add Vehicle Spray Booth	Incomplete application
8570 National Blvd	AUP for Alcoholic Beverages, Outdoor dining, Tandem Parking AUP	Complete 2020
3808 College Ave	6-Unit Condominium; ASPR, TTM	Complete 2020
11111 Jefferson Blvd.	Mixed Use 50,000 sq. ft. of retail with 200+ residential	Complete 2021



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

### HOUSING DIVISION

#### On-Going Projects / Programs

#### XIV. Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services

- Prepare Rent Control and Tenant Protection Ordinances and work with City Manager and City Attorney's Office.

*Status: On-going. Since 07/01/2020, Housing staff has responded to 1,843 emails and 59 telephones from both tenants and landlords related to the Ordinances. A total 1,993 rental units are enrolled in the Rental Registry and 1,454 Rental Registration Certificates have been issued. There are 5,885 covered units. Due to the pandemic collection of rent registration fees is suspended.*

*During Q2 staff will continue to develop and implement the following area:*

- Staffing, Budgeting, and Program Implementation
  - Contract Administration
  - Program Infrastructure Development
  - Monitoring and Enforcement Procedures
- Work with Advance Planning and Current Planning Division on the Implementation of the Senate Bill 2 (SB2) Planning Implementation Grant award.

*Status: In process – Contract with the State of California Housing and Community Development Department (HCD) executed 09/16/2020. Housing and Advance Planning currently assembling request for funding reimbursement for Q1 and Q2 to support the Housing Element Update.*

- Emergency Shelter Survey Review (and potential safe parking) follow-up.

*Status: Survey completed, for 75-80 bed seasonal shelter on publicly owned property Council to provide further direction.*

- Motel Re-use Survey and Feasibility Study

*Status: JKA retained to conduct a Motel Reuse Feasibility Study that commenced April 2020. 6 candidate motels identified for reuse. Study findings to be presented to Council in early 2021.*





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Modular/Manufactured Housing Program Survey

*Status: Program recommended to be discontinued and funding realigned to support additional grants for Affordable Accessory Dwelling Unit Program.*

- Implement the Affordable Accessory Dwelling Unit (ADU) Program.

*Status: Public outreach commenced December 2020 in collaboration with Current Planning and Building Safety Divisions connecting ADU applicants and ADUs built in the last 24 months. Measure H and Innovation Grant funds to be used to supplement program, a Housing Navigator was retained to match potential qualified ADU tenants with property owners.*

- Coordinate annual single audit with the Finance Department.

*Status: Modified audit was conducted due to COVID-19.*

- Continue a file retention and destruction program.

*Status: Program funding delayed for contract work due to pandemic*

- Assist Advance and Current Planning with the Housing Element Update.

*Status: On-going.*

- Work with SJC in the implementation of the Cedar Sinai Homeless Awareness and Education Program.

*Status: Pending due to pandemic*

- Continue implementation of the Senior/Disabled Persons Mobile Home Replacement Program.

*Status: Two applicants are approved for the programs and new coaches to be installed 2021.*

- Staff Committee on Homelessness (COH) and review mission and work product

*Status: On-going*

- Coordinate 2021 Homeless Count.

*Status: Completed Internal Count of homeless persons within Culver City with five teams from the Housing Division, City Manager's Office, Culver City Police and Fire Departments and the Saint Joseph Center Homeless Outreach Team.*





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Staff the Landlord Tenant Mediation Board (LTMB).

*Status: On-going.*

- Coordinate request for mediation through the LTMB and oversee Ordinance lease addendum for LTMB mediation services

*Status: Ongoing.*

- Work with City Manager's office to implement Safe Parking Program

*Status: Long and Short-Term Safe Parking Programs were presented to Council on 05/11/2020.*

- Oversee the Implementation of the Statewide Eviction Moratorium.

*Status: Council enacted Eviction Moratorium on 03/16/2020 through 06/30/2021. Housing Division has responded to over 5,719 emails and 152 telephone calls.*

- Develop and Implement the COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP). to prevent evictions among low-income Culver City renters impacted by COVID-19.

*Status: Eleven applicants were approved for the 3-month catch up grant. A total of 58 applicants were approved for the 12-month rental assistance program.*

- Emergency Motel Voucher Program.

*Status: 7 unhoused persons have funded for the program. A total of \$100,526 has been expended to date to provide this temporary housing solution.*

- Complete Globe affordable housing project with Habitat of Humanity.

*Status: Completed December 2020.*

- Continue Upward Bound House Homeless Outreach and Case Management Contract –

*Status: Since July 1, 2020 the following number of families and persons have been served and placed in permanent housing.*

- Total # of Person Served: 108
- Total # of Families Served: 42
- Total # of Children Served: 57



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Total # of Persons Placed in Permanent Housing: 52
- Total # of Families Placed in Permanent Housing: 20
- Total # of Children Placed in Permanent Housing: 32
- Total # of Children Served From CCUSD: 2

- Continue Administration of Homeless Outreach Services through contract service with the Saint Joseph Center (SJC).

*Status: In Process - Homeless outreach services were expanded to include evenings Tuesdays through Friday until 10pm and Saturdays to 2pm and has accomplished the following:*

- Supportive Services = 107
- Engaged Through Outreach = 57
- Served/Referred to Supportive Services/Housing = 184
- SPDATS Given = 38
- Permanently Housed = 6

- Conduct affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units.

*Status: Ongoing. Monitoring commences in November annually.*

- Continue administration Mortgage Assistance Program (MAP) Loan Monitoring.

*Status: Ongoing. Loan monitoring is conducted on a quarterly basis. There are currently 13 outstanding MAP loans, totally \$570,740.*

- Continue to oversee Metropolitan Property Management contract for Jackson Avenue Apartments.

*Status: On-going. Contract monitored monthly.*

- Continue administration of Rapid Re-Housing (RRH), RAP Program, Section 8 Homeless Prevention, Neighborhood Preservation Program, Vacancy Loss and Damage Claim Program, Rehabilitation grant program.

*Status: In Process -*

- There are currently 16 RAP program participants. Monthly rental costs for these program participants is \$19,935 (\$239,220 annually).
- Landlord incentives were provided to 4 unhoused program participants totaling



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- \$12,200 for security deposits, vacancy loss and holding fee.
- There are 6 unhoused program participants identified to participate in the RRH (\$30,000).
- The rehabilitation programs are pending due to the pandemic.

- Oversee the implementation of the Updated Plan to Prevent and Combat Homelessness.

*Status: On-going.*

- Investigate and implement the strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.

*Status: Under review with Housing Council Subcommittee*

- Investigate the Braddock/La Fayette site for redevelopment as new special needs housing.

*Status – Under review with Housing Council Subcommittee*

### **XVI. Section 8**

- Administration of the Section 8 Program serving 210 households and Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.

*Status: On-going. Thirteen program participants currently enrolled in FSS. Counseling is conducted on a monthly basis or whenever the program participants request a meeting or requires crisis intervention. Five participants have generated escrow accounts totaling \$36,426.*

- Apply for the HUD FSS Coordinator Grant

*Status: Completed - Applied for the FSS Grant in November 2020 and notified by HUD in January 2021 that \$36,400 was awarded in grant funding.*

- Prepare and Submit for HUD approval the Section 8 Annual Year Plan.

*Status: Pending – Requirement waived by HUD due to the pandemic.*

- Conduct SEMAP review and submit to HA and HUD for approval.

*Status: Pending – Requirement waived by HUD due to the pandemic.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

### ECONOMIC DEVELOPMENT DIVISION

#### On-Going Projects / Programs

#### **XVII. Strategic Plan 2018-2023, Goal 1- Ensure Long-term Financial Stability**

(Explore opportunities for public/private partnerships)

- Managed Fox Hills Master Plan, Media Park Plan, Culver Public Market, The Culver Steps and Ivy Station Redevelopment projects.

*Status: Fox Hills Master Plan delayed due to funding and economic results from pandemic. Resumed work on Media Park – SWA Group selected to prepare preliminary design plan and study relocation of the Farmers' Market. Community workshops conducted, coordination with City of Los Angeles, preliminary design plan to be completed May 2021. Worked to finalize documents and coordinate tenant build-out of The Culver Steps.*

- Coordinated Streetscape and Crosswalk improvements.

*Status: Coordinated with new development projects (Apple, Ivy Station, Synapse, Platform, Access, Culver Steps, Brick and Machine, Haven, Lucky, The Oliver).*

- Managed Business Resource Center for new and expanded business permitting, and economic recovery

*Status: Managed Business Resource Center via the online system and business hotline to assist businesses through the business permitting process.*

- Managed public parking operations. and complete improvements to the parking office, parking lots and installation of security cameras in the City garages.

*Status: Audited parking operations and implemented corrective measures. Issued Request for Proposals (RFP) for City Council review in April to select a parking manager to oversee the City's off-street parking operations. Installation of cameras to be implemented in Summer 2021. Completion of improvements to the parking office and parking lots is delayed due to funding restrictions created by pandemic.*

- Worked with Information Technology and City Manager's Office to implement the City's fiber network business plan.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Delayed due to the City transitioning management of its fiber network from Mix Networks to Inyo Networks (Onward). Resumed outreach in Summer 2021.*

- Implemented Ivy Substation capital improvements.

*Status: Prepared 90% drawings for improvements relative to the roof and wall structures. Final review in process with Public Works, Cultural Affairs and Public Works. Project on hold due to funding restrictions created by the pandemic.*

- Organized an architecture/design/engineering and biotechnology stakeholder groups.

*Status: Conducted first meeting in Summer 2021.*

- Create new Business Improvement Districts.

*Status: Organized a group of Hayden Tract property owners to discuss implementation of a Property-based business improvement district. Discussions were delayed by the property owners due to the pandemic.*

- Produced business/educational workshops.

*Status: Attended and provided bi-weekly pandemic and other business-related information/updates during recurring Chamber of Commerce Business Roundtables. Currently exploring a business workshop relative to social media promotion in collaboration with the Chamber.*

*Partnered with the Chamber of Commerce on three Economic Development events with the Los Angeles Economic Development Corporation and Small Business Development*

*Center to disseminate information to Culver City businesses related to legal assistance, social media and "How to Start Your Business".*

- Developed plans for next steps to redevelop 10858 Culver Boulevard and 9814 Washington Boulevard improvements and/or identify interim uses.

*Status: 10858 Culver Boulevard (Community Garden) - Prepared a Comprehensive Plan to entitle a six-unit affordable housing project. An RFP was issued in Spring 2021.*

*Status: 9814 Washington Boulevard (Paskan) - Executed Exclusive Negotiating Agreement with Center Theater Group for development of the property. An RFP was issued in Spring 2021.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Administered Farmers' Market.

*Status: Worked with the market manager to revise operations in response to the pandemic.*

- Administered Downtown Business Improvement District (BID).

*Status: Worked with the Downtown BID work plan, adopted 2020, to progress their 2021 workplan and assessment collection. Participated in monthly discussions to exchange information and conducted reoccurring maintenance inspections to ensure public spaces in downtown were maintained properly. Inspections suspended due to the pandemic and resumed Summer 2021.*

- Administered Arts District BID.

*Status: Worked with the Culver City Arts District BID work plan, adopted 2020, to progress their 2021 workplan, assessment collection and complete median project.*

- Conducted Arts District Visioning.

*Status: Delayed due to funding and economic results from pandemic.*

- Administered Memorandum of Understanding with Chamber of Commerce.

*Status: Participated in bi-weekly discussions with the Chamber of Commerce to support businesses and disseminate information during the pandemic.*

- Managed Economic Recover Task Force (ERTF).

*Status: The ERTF achieved the following in response to the pandemic.*

- *Organized task force comprised of more than 50 business, property owners, residents.*
- *Convened five task force meetings.*
- *Conducted meetings with stakeholders from the arts, entertainment/technology, retail, automotive, real-estate and hospitality industries including the City's top sales tax producers.*
- *Implemented Street Closures in Downtown and Arts District.*
- *Expanded outdoor dining opportunities in the downtown.*
- *Worked with Current Planning to issue Temporary Use Permits for outdoor dining on private property.*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- *Temporarily reduced monthly parking rates in City off street parking facilities.*
- *Implemented methods to activate/utilize vacant storefronts and properties*
- *Worked with Current Planning Division to temporarily reduce parking requirements for takeaway food and beverages.*
- *Worked with City Attorney to prepare order regulating delivery fees by third part providers.*
- *Conducted outreach via Business Assistance Card (English and Spanish) mailed to all business without an active email.*
- *Created Pandemic protocol poster (English and Spanish) to be posted in all businesses.*
- *Developed a shop local campaign "Love Local, Buy Local Campaign: #ChooseCulverCity".*
- *Worked with Cultural Affairs Division to create Performing Arts Marketing Sponsorship and Development of Virtual Performance Arts Center (in progress).*
- *Worked with Cultural Affairs Division to develop Storefront Art Poster Project to activate vacant spaces and commercial corridors and promote local artists.*
- *Collaborated with University of Southern California to assess future office/work from home trends and impacts.*
- *Monitored programs and resources available through federal, state and county governments to help small businesses and employers navigate this economic disruption.*
- *Created a Pandemic business information webpage to inform businesses of assistance and resources.*

### **XVIII. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation/**

(improve circulation by creating alternative modes of transportation and reduce traffic congestion through recommendations from TOD visioning and microtransit.)

- Participated in Move Culver City.

*Status – Managed business/community outreach and coordination which included three business roundtables with outreach to 20+ business stakeholders, 20 business specific meetings (one-on-one) to discuss plan details, organizing team field visits with six businesses, participation in more than ten meetings to discuss design details and development, design of a bi-lingual postcard and attendance at all CPAC and team meetings to date.*

### **XIX. Strategic Plan 2018-2023, Goal 3 – Revitalize Ballona Creek**

(Build partnership between L.A. City, Baldwin Hill Conservancy and L.A. Metro)

- Coordinated with Public Works Department and Advance Planning Division on Ballona





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Creek Revitalization project.

*Status: Delayed due to funding and economic results from pandemic.*

### **XX. Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services:**

(Work with private developers to increase affordable housing)

- Managed Affordable Housing Linkage Fee Study and Draft Ordinance.

*Status: Economic Planning Systems (EPS) retained to prepare a nexus study and perform community outreach. EPS's findings and recommendations presented to the City Council Spring 2021.*

### **XXI. Other Programs**

- Implemented programs identified in the Economic Development Implementation Plan (EDIP).

*Status: Implemented 15 of the 43 work program items identified in the EDIP.*

- Pursued Los Angeles Economic Development Council Business Friendly City Award and other grants/awards.

*Status: Submitted application Summer 2021.*

- Prepared new City Economic Development webpage.

*Status: Completed 2020.*

- Prepared 2020-2021 City Profile.

*Status: Completed Spring 2021.*

- Administered the Community Development Block Grant program.

*Status: Approved, programmed and administered the City's funding allocation.*

- Managed Town Plaza filming permits.

*Status: Ongoing.*





# 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 2021/2022 WORK PLANS

### ADMINISTRATION DIVISION

#### On-Going Projects / Programs

#### I. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation

- Continue to collaborate with Public Works and Transportation Departments on new mobility and TDM initiatives and a draft TDM Ordinance. Prepare new parking and mobility conditions for project entitlements and parking and mobility related Zoning Code amendments to advance mobility goals.

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

- Continue to coordinate Division work to develop a Ballona Creek Revitalization (BCR) action plan.
- Adopt recommendations of the BCR action plan as part of the General Plan Update Mobility Element.
- Identify and determine feasibility of potential BCR recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.

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

- Implement affordable housing programs with Housing Division.
- Collaborate on implementation of approved Homeless Services Programs.

#### IV. Transform Inglewood Oil Field - Strategic Plan 2018-2023, Goal 5

- In collaboration with City Attorney: 1.) With City Council direction, implement findings and recommendations of Amortization Program for non-conforming uses in Inglewood Oil Fields; 2.) Continue to 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



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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.

### **V. Development Services Improvements**

- Continue implementation of "Permit Center" – online payments, expand online permitting, area improvements (customer kiosk, signage, computer, printer)

### **VI. Administration**

- Prepare department budget, administer contracts, workflow and financial administration for seven Divisions, including new Rent Stabilization Unit, in Community Development Department; coordinate record retention implementation for all Department divisions; coordinate related public outreach

### **New Projects / Programs**

- Prepare new Transportation Demand Management (TDM) implementation measures and collaborate with Transportation and Public Works Departments on new TDM Ordinance
- Mixed-Use Ordinance/Inclusionary implementation
- Linkage Fee Ordinance implementation
- Rent Stabilization Ordinance implementation and new Housing Division Unit organization
- 9814 Washington Boulevard (Paskan Property) implementation
- Wende Comprehensive Plan/Community Garden Adoption
- Collaborate on new mobility initiatives such as Move Culver City, Tactical Mobility Lane, mobility grants, long range mobility planning in General Plan.

## **BUILDING DIVISION**

### **On-Going Projects / Programs**

- Continue to provide the core services of the Building Safety Division:
  - Process permit applications
  - Issuing construction permits
  - Coordinate inter-divisional workflow and routing of plans to various City Divisions



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Conduct plan reviews for building code and municipal code compliance
  - Perform inspections for building code and Municipal code compliance
  - Facilitate with processing business license
  - Provide property record reports to real estate transactions
  - Provide documents for Public Records Requests
  - Collect Fees associated with building permits such as school fee, sewer facility fees, in-lieu Parkland fee, Art in Public Places fee, Development impact fee, etc.
- Continue to expand Accela online permitting capabilities. Create new Accela permit types for supplemental permits (separate addendum permits for additional work outside of permit scope or revised scope of work), GIS mapping of special (building hazard areas or permit districts and special permit issuance requirements).
  - Continue to work with IT Department on the selection and implementation of an electronic plan check software.
  - Work with IT Department on integration of Accela payment and Finance cashier system.
  - Continue to enhance Building Safety website information such as applications and code information and bulletins and handouts.
  - Continue Implementation of the Permit Center:
    - Create 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.
    - Reorganize counter service and customer queuing and workflow and create customer service computer kiosk to query permit and process information.
    - Refine and implement Permit Tech II rotation schedule.
  - Continue implementation of Phase II (Electrification) "Reach" Building Code Amendment to establish more energy efficient City Building standards.
  - Continue 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, 11141 Washington Assisted Living Facility, Culver Public Market, Synapse Automated Parking Garage (8888 Washington), and 8511 Warner.
  - Staff Recruitments – Recruitments of 1 or 2 Permit Technicians, 1 Building Inspector, 1 Plan check engineer.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue digitization of plans and permits.

### New Projects / Programs

- Work with IT Department on the selection and implementation of an electronic plan check and customer query software.
- Work with IT Department on integration of Accela payment and Finance cashier system.
- New building permit fees studied and new fee resolution adoption.
- Permit Center physical reconfiguration to enhance development service workflow. - customer computer kiosk (with necessary hardware and software) to query permit and process applications.
- Recruit Permit Tech II staff to implement inter-division, inter-departmental work rotation schedule.

## ENFORCEMENT SERVICES DIVISION

### On-Going Projects / Programs

- Continue ongoing programs including enforcement of regulations for Leaf Blowers, Cannabis, Massage, and Amnesty. (see above)
- Continue ongoing general enforcement and assistance for interdepartmental and interdivisional collaboration with Public Works, Current Planning, Building Safety, Housing, Finance and Parks, Recreation & Community Services.
- Complete staff recruitment for one Code Enforcement position.

## ADVANCE PLANNING DIVISION

### On-Going Programs / Projects

## VII. Strategic Plan 2018-2023, Goal 1 – Ensure Long-Term Financial Stability



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- GPU Grant Funding – Continue to manage existing grants and seek new grant funding and partnership opportunities to support the GPU process.

### **VIII. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation**

MOVE Culver City – Continue assisting the Transportation and Public Works Departments with the Tactical Mobility Lanes Pilot, including Corridor 1 (Downtown Culver & Washington Blvds), Corridor 2 (Sepulveda Blvd), and Corridor 3 (Jefferson Blvd).

- Traffic Demand Management (TDM) – Continue to coordinate with the Current Planning Division and Transportation and Public Works Departments on TDM strategies and programs, including Parking and TDM Ordinances.

### **IX. Strategic Plan 2018-2023 – Goals 1 and 2 – Ensure Long-Term Financial Stability and Enhance Mobility and Transportation**

- Travel Demand Forecast Model (TDFM) – Continue working on the TDFM project, including setting up the mobility fee program with the Public Works, Transportation, and Finance Departments and coordinating with the consultant to prepare the mobility analysis and transportation impact analysis in support of GPU CEQA compliance; and providing ongoing TDFM operations and management support.

### **X. Strategic Plan 2018-2023, Goal 3 – Revitalize Ballona Creek**

- Ballona Creek Revitalization (BCR) – Continue to collaborate with the CDD Administration and Economic Development Divisions to support the Public Works Department in the new initiative - Greening the Greenway project and other initiatives that arise related to revitalizing the creek.

### **XI. Strategic Plan 2018-2023, Goals 2 and 4 – Enhance Mobility and Transportation and Enhance Housing and Homeless Services**

- GPU State Regulation Compliance – Ensure GPU policies comply with recent major State regulations including Senate Bills (SB) 32 and 375 (greenhouse gas emissions), SB 1241 (fire risk), SB 1000 (environmental justice), SB 379 (climate adaptation), SB 743 (vehicle miles traveled and level of service), Assembly Bill (AB) 1358 (Complete Streets), AB 1397 and SB 166 (housing), SB 18 and AB 52 (Tribal consultation), among others.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

### **XII. Strategic Plan 2018-2023, Goals 1, 2, and 5 – Ensure Long-Term Financial Stability, Enhance Mobility and Transportation, and Transform Inglewood Oil Field**

- Carbon Disclosure Project – Continue to conduct 2021 annual reporting, in collaboration with City Departments, to quantify the City’s progress in reducing greenhouse gas emissions.

### **XIII. Strategic Plan 2018-2023 – Fulfills all Goals and the Plan’s commitment to civic/community engagement, equity and sustainability.**

- Governmental Alliance on Race Equity (GARE) – Continue helping with the Public Safety Review initiative and any other GARE initiatives as requested by the City Manager’s Office.
- General Plan Update (GPU) – Continue working on the GPU project, including equitable community engagement, land use alternatives, policy frameworks, technical analysis, plan preparation, and CEQA compliance.

## CURRENT PLANNING DIVISION

### **On-Going Projects / Programs**

- Provide core Division work including: providing general information, preparing property reports, zoning confirmation letters, application and project reviews for licenses and permits, plan checks, and discretionary permits. Process bi-annual zoning code clean-up text amendments, annual conditions of approval update, and lookback conditions update. Review proposed development projects and environmental documents in adjacent jurisdictions for potential impacts to Culver City. Participate in regional/sub regional planning efforts with Southern California Association of Government activities and Westside Cities group. Assist in preparation of Environmental Review documents, and studies (i.e. bicycle and pedestrian action plan, general plan, sustainability plans, travel demand modeling and transportation demand management ordinance, vehicle miles traveled model, mobility linkage fee). Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.
- Coordinate Planning Commission site visits of previously entitled and built projects. Coordinate joint City Council and Planning Commission meetings to discuss development issues. Provide annual report to Planning Commission on development activity and



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

lookback conditions. Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

- 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. Build out Development Permit Center on second floor including cubicle rearrangement, furniture, related equipment and supplies, software, and counter configuration. Enhance reporting and use of Accela permitting software for application submittal and tracking.

### New Projects / Programs

- Text amendments:
  - Accessory Dwelling Unit update
  - Condominium and Townhome Subdivision
  - Administrative Modifications and Administrative Use Permits– Chapter 17.550) – Approval with or without conditions after making mandatory findings
  - Number Permit Extensions Allowed (Chapter 17.595)
  - Architectural Features Related to Height Exemptions – (Chapter 17.300.025)
  - Submittal Requirements – Comprehensive Plans, SPR, CUP, AUP, AM
  - Conform Code Requirements to State Law
- Parkland In-Lieu Fee Update

## HOUSING DIVISION

### On-Going Projects / Programs

#### **XIV. Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services**

- Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.
- Continue the annual single audit with Finance Department.
- Continue file retention and destruction program.
- Continue staffing the Committee on Homelessness (COH).



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue staffing the Landlord Tenant Mediation Board (LTMB).
- Coordinate all request for mediation through the LTMB.
- Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09
- Continue joint administration of SB2 grant funding with Advance Planning.

### **XV. Rent Control/ Tenant Protection Ordinance**

- Continue implementation of statewide Eviction Moratorium (dispute resolution) until rescinded.
- Continue implementation of Rent Control and Tenant Protection Ordinances including contract administration and monitoring, coordination of hearings and hearing officer, housing and tenant rights, rental adjustment analysis, rental registration/fees, program guidelines and procedures, community outreach, and monitoring and enforcement of program guidelines.

### **XVI. Homeless Services and Prevention**

- Ongoing implementation of emergency shelter feasibility study and funding options.
- Ongoing implementation of feasibility study for a motel conversion(s), examine funding and implementation options for emergency shelter and/or permanent supportive housing.
- Research with City Manager's office, establishment of local Homeless Management Information System (HMIS) to identify, track and maintain a database on the unhoused community.
- Research with City Manager's office, investigation, implementation and messaging campaign for public outreach about unhoused community.
- Research internal alternative outreach, wellness and response measures for unhoused residents.
- Work with City Manager's office to implement Safe Parking Program.
- Restart outreach for implementation of Cedars Sinai Homeless Awareness and Education Program.





# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue Upward Bound House Homeless Outreach and Case Management Contract Implementation.
- Explore funding options for Homeless Outreach contract services through contract service with the Saint Joseph Center (SJC).
- Continue administration of Rapid Re-Housing Program for six program participants as part of the Los Angeles County Homeless Initiative.
- Investigate and implement strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.
- Continue LA County Homeless Incentive Program (HIP) (including holding fee/signing bonus, vacancy loss, security deposit, and damage claims) to attract landlord participation.
- Continue work with Committee on Homelessness (COH) to coordinate the 2022 Homeless Count.
- Continue implementation of Senior/Disabled Persons Mobile Home Replacement Program.
- Continue implementation of COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP).
- Continue implementation of Internal Emergency Motel Voucher Program.

### **XVII. Low- and Moderate-Income Housing Asset Fund**

- Continue administration of RAP Program serving 16 households.
- Continue all affordable housing (400 units) covenant monitoring.
- Continue administration Mortgage Assistance Program (MAP) – 13 units; Loan Monitoring (\$2,000).
- Continue monitoring Metropolitan Property Management contract for 9 units at Jackson Avenue Apartments.
- Continue rehabilitation of Jackson Avenue Apartments including installation of new roof and new kitchen and bathroom countertops and cabinets.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue Neighborhood Preservation Program Rehabilitation grant (minor code compliance rehabilitation) program.
- Continue Section 8 Landlord Incentive Program administration.
- Continue implementation of Neighborhood Preservation Program Senior and Disabled grants for life safety repairs.
- Investigate the Braddock/La Fayette site for new housing production.
- Inclusionary Housing Mixed-Use Ordinance covenant monitoring.
- Oversee the implementation Inclusionary Housing Mixed Use and monitoring of all income and affordable rent restricted units.
- Oversee implementation of Linkage fee to fund affordable housing.
- Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program (\$300,000).

### **XVIII. Section 8**

- Continue administration of the Section 8 Program serving 210 households.
- Conduct required Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households
- Apply for the HUD FSS Coordinator Grant
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan.
- Conduct SEMAP review and submit to HA and HUD for approval.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

### Economic Development Division

#### On-Going Projects / Programs

- Complete Construction of Culver City Market Hall.
- Coordinate tenant buildout of The Culver Steps and Ivy Station Redevelopment.
- Manager construction of TOD crosswalk improvements.
- Coordinate construction of TOD streetscape improvements with new developments projects.
- Manage West Washington Business Improvement District.
- Manage Business Resource Center for new and expanded business permitting.
- Manage parking operations and complete improvements to the parking office, parking lots 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.
- Create new BIDs where possible (including the Hayden Tract).
- Initiate Code Enforcement actions and/or research other opportunities to activate 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, Los Angeles Economic Development Corporation (LAEDC) and Small Business Development Centers (SBDC).
- Promote and highlight the City, new construction and other programming via social media platforms.
- Implement programs identified in the Economic Development Implementation Plan (EDIP).
- Prepare 2021-2022 City Profile.
- Identify developers for 10858 Culver Boulevard and 9814 Washington Boulevard via a Request for Proposals process.
- Administer the Community Development Block Grant (CDBG) program.
- Administer Memorandum of Understanding (MOU) with Chamber of Commerce.
- Administer Farmers' Market and examine potential site alternatives.
- Administer Downtown BID and act as liaison for renewal and implementation, including funds disbursement, permit assistance and the Management Agreement.
- Administer Arts District BID and assist with mixers, promotion, website development and Artwalk events.
- Serve as liaison for city community events, administer related agreements as required, including production for annual calendar for Culver Steps and Town Plaza Expansion.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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- Conduct Arts District Visioning.
- Continue to coordinate on Ballona Creek Revitalization (BCR) project.
- Staff Emergency Operations Center (EOC) as necessary.
- Manage Economic Recover Task Force (ERTF) including expansion of the Buy Local and Open for Business programs.

### New Projects / Programs

- Partner with Public Works to obtain grant for Reimagine Fox Hills plan.
- Review and reorganize the technology stakeholder group to effectively represent the digital entertainment and technology industry.
- Form new architecture/engineering and design stakeholder group.
- Conduct business outreach meetings with Culver City biotechnology businesses.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101					10150100
			GENERAL FUND					Community Development Admin
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
352,804	343,655	343,655	411100	Regular Salaries	340,330	-3,325	-1.0%	
0	15,603	15,603	411200	Part-Time Salaries	15,603	0	0.0%	
8,384	8,320	8,320	431000	Deferred Compensation	8,320	0	0.0%	
20,392	19,622	19,622	432000	Social Security	20,393	771	3.9%	
25,838	24,953	24,953	433000	Retirement - Employer	22,245	-2,708	-10.9%	
52,307	54,872	54,872	433050	Retirement-Unfunded Liability	62,026	7,154	13.0%	
11,098	16,965	16,965	434000	Workers Compensation	16,039	-926	-5.5%	
25,941	26,683	26,683	435000	Group Insurance	28,180	1,497	5.6%	
1,310	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%	
13,236	13,812	13,812	435500	Retiree Insurance	13,710	-102	-0.7%	
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%	
4,232	4,200	4,200	437500	Longevity Pay	4,200	0	0.0%	
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%	
2,555	2,535	2,535	438500	Cell Phone Allowance	2,535	0	0.0%	
<b>523,631</b>	<b>538,020</b>	<b>538,020</b>	<b>Total</b>	<b>Personnel Services</b>	<b>540,381</b>	<b>2,361</b>	<b>0.4%</b>	
1,101	3,000	3,000	512100	Office Expense	3,000	0	0.0%	
3,621	3,500	3,500	514100	Departmental Special Supplies	1,500	-2,000	-57.1%	
0	0	0	516100	Training & Education	3,000	3,000	0.0%	
138	0	0	516500	Conferences & Conventions	443	443	0.0%	
1,000	0	0	516600	Special Events & Meetings	0	0	0.0%	
0	1,000	1,000	516700	Memberships & Dues	1,000	0	0.0%	
61	1,367	1,367	517850	Employee Recognition Events	1,367	0	0.0%	
256	74,443	87,443	619800	Other Contractual Services	73,000	-14,443	-16.5%	
7,075	5,457	5,457	650300	Liability Reserve Charge	5,495	38	0.7%	
<b>13,252</b>	<b>88,767</b>	<b>101,767</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>88,805</b>	<b>-12,962</b>	<b>-12.7%</b>	
<b>536,882</b>	<b>626,787</b>	<b>639,787</b>	<b>Division Total</b>		<b>629,186</b>	<b>-10,601</b>	<b>-1.7%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101	10150120			
			GENERAL FUND	Economic Development			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
727,184	683,341	683,341	411100	Regular Salaries	695,467	12,126	1.8%
10,833	12,980	12,980	411200	Part-Time Salaries	12,980	0	0.0%
858	8,446	8,446	411310	Overtime-Regular	8,446	0	0.0%
18,837	18,200	18,200	431000	Deferred Compensation	18,200	0	0.0%
50,164	47,865	47,865	432000	Social Security	47,681	-184	-0.4%
57,229	51,996	51,996	433000	Retirement - Employer	46,281	-5,715	-11.0%
118,779	122,365	122,365	433050	Retirement-Unfunded Liability	130,992	8,627	7.1%
23,334	35,904	35,904	434000	Workers Compensation	32,192	-3,712	-10.3%
83,747	86,182	86,182	435000	Group Insurance	91,100	4,918	5.7%
3,482	3,245	3,245	435400	Retiree Health Savings	3,250	5	0.2%
60,845	63,195	63,195	435500	Retiree Insurance	61,760	-1,435	-2.3%
547	392	392	436000	State Disability Insurance	466	74	18.9%
2,000	2,000	2,000	437000	Mgt Health Ben	2,000	0	0.0%
20,448	23,400	23,400	437500	Longevity Pay	23,400	0	0.0%
4,520	4,485	4,485	438500	Cell Phone Allowance	5,135	650	14.5%
<b>1,182,808</b>	<b>1,163,996</b>	<b>1,163,996</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,179,350</b>	<b>15,354</b>	<b>1.3%</b>
4,741	3,980	3,980	512400	Communications	3,980	0	0.0%
10,512	10,000	10,000	513000	Utilities	10,000	0	0.0%
5,656	4,000	4,000	514100	Departmental Special Supplies	4,750	750	18.8%
0	0	140	516500	Conferences & Conventions	2,500	2,360	1685.7%
2,500	2,200	2,200	516700	Memberships & Dues	5,600	3,400	154.5%
6,168	0	0	517100	Subscriptions	7,500	7,500	0.0%
825	3,600	5,342	517300	Advertising and Public Relatio	3,100	-2,242	-42.0%
0	20,000	20,000	517500	Contributions to Agencies	0	-20,000	-100.0%
0	0	23,073	600100	R&M - Building	0	-23,073	-100.0%
0	0	0	600200	R&M - Equipment	55,000	55,000	0.0%
1,089	891	891	600800	Equip Maint Expenses	2,090	1,199	134.6%
4,450	0	0	605400	Amortization of Equipment	4,450	4,450	0.0%
943	4,000	3,860	610200	Marketing Services	30,000	26,140	677.2%
0	0	0	610400	Consulting Services	10,000	10,000	0.0%
0	0	10,588	610500	Relocation Services	0	-10,588	-100.0%
0	30,000	30,000	611600	Legal Services - Miscellaneous	30,000	0	0.0%
0	0	0	612100	Engineering Services	10,000	10,000	0.0%
16,719	0	20,781	612300	Property Management Services	73,500	52,719	253.7%
0	270,000	270,000	613000	Feasibility Studies	0	-270,000	-100.0%
280	8,635	19,191	619100	Fiscal Services	10,000	-9,191	-47.9%
173,519	219,000	410,842	619800	Other Contractual Services	22,985	-387,857	-94.4%
2,220	115,000	115,000	619815	Farmer's Market	115,000	0	0.0%
14,877	11,549	11,549	650300	Liability Reserve Charge	11,030	-519	-4.5%
<b>244,500</b>	<b>702,855</b>	<b>961,437</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>411,485</b>	<b>-549,952</b>	<b>-57.2%</b>
<b>1,427,307</b>	<b>1,866,851</b>	<b>2,125,433</b>	<b>Division Total</b>		<b>1,590,835</b>	<b>-534,598</b>	<b>-25.2%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101					10150150
			GENERAL FUND					Building Safety
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
843,982	912,481	912,481	411100	Regular Salaries	1,114,809	202,328	22.2%	
44,685	57,091	57,091	411200	Part-Time Salaries	109,091	52,000	91.1%	
3,921	0	0	411310	Overtime-Regular	0	0	0.0%	
15,046	19,240	19,240	431000	Deferred Compensation	20,800	1,560	8.1%	
64,984	67,156	67,156	432000	Social Security	77,884	10,728	16.0%	
69,078	71,577	71,577	433000	Retirement - Employer	82,022	10,445	14.6%	
156,123	156,407	156,407	433050	Retirement-Unfunded Liability	176,430	20,023	12.8%	
32,692	49,874	49,874	434000	Workers Compensation	45,913	-3,961	-7.9%	
155,597	176,612	176,612	435000	Group Insurance	214,885	38,273	21.7%	
6,175	6,500	6,500	435400	Retiree Health Savings	7,800	1,300	20.0%	
27,072	27,293	27,293	435500	Retiree Insurance	35,210	7,917	29.0%	
2,812	2,633	2,633	436000	State Disability Insurance	4,437	1,804	68.5%	
327	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%	
20,313	21,135	21,135	437500	Longevity Pay	19,200	-1,935	-9.2%	
3,225	3,900	3,900	438500	Cell Phone Allowance	7,150	3,250	83.3%	
<b>1,446,031</b>	<b>1,572,899</b>	<b>1,572,899</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,916,631</b>	<b>343,732</b>	<b>21.9%</b>	
6,353	2,125	2,434	512100	Office Expense	2,125	-309	-12.7%	
2,582	2,170	2,170	512400	Communications	2,170	0	0.0%	
10,194	11,760	10,160	514100	Departmental Special Supplies	11,000	840	8.3%	
26	650	650	514600	Small Tools & Equipment	650	0	0.0%	
1,605	10,575	10,575	516100	Training & Education	11,160	585	5.5%	
27	0	0	516600	Special Events & Meetings	0	0	0.0%	
985	1,400	1,400	516700	Memberships & Dues	1,575	175	12.5%	
0	0	1,600	517300	Advertising and Public Relatio	0	-1,600	-100.0%	
159	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%	
285	0	285	550110	Uniforms	0	-285	-100.0%	
11,747	9,842	9,842	600800	Equip Maint Expenses	12,250	2,408	24.5%	
13,643	0	0	605400	Amortization of Equipment	13,643	13,643	0.0%	
1,556,027	188,632	603,134	619800	Other Contractual Services	305,964	-297,170	-49.3%	
20,843	16,043	16,043	650300	Liability Reserve Charge	15,731	-312	-1.9%	
<b>1,624,477</b>	<b>243,197</b>	<b>658,294</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>376,268</b>	<b>-282,026</b>	<b>-42.8%</b>	
0	0	0	740100	Furniture & Furnishings	15,000	15,000	0.0%	
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>	
<b>3,070,508</b>	<b>1,816,096</b>	<b>2,231,193</b>	<b>Division Total</b>		<b>2,307,899</b>	<b>76,706</b>	<b>3.4%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101					10150200
			GENERAL FUND					Current Planning
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
725,313	710,202	710,202	411100	Regular Salaries	770,848	60,646	8.5%	
34,382	27,991	27,991	411200	Part-Time Salaries	0	-27,991	-100.0%	
13,735	3,743	3,743	411310	Overtime-Regular	3,743	0	0.0%	
16,244	16,120	16,120	431000	Deferred Compensation	17,680	1,560	9.7%	
53,712	49,111	49,111	432000	Social Security	55,308	6,197	12.6%	
54,952	53,782	53,782	433000	Retirement - Employer	53,625	-157	-0.3%	
107,668	119,348	119,348	433050	Retirement-Unfunded Liability	137,649	18,301	15.3%	
23,450	36,707	36,707	434000	Workers Compensation	34,430	-2,277	-6.2%	
77,173	79,341	79,341	435000	Group Insurance	93,945	14,604	18.4%	
4,585	4,550	4,550	435400	Retiree Health Savings	5,200	650	14.3%	
96,363	100,257	100,257	435500	Retiree Insurance	100,660	403	0.4%	
2,010	1,792	1,792	436000	State Disability Insurance	2,533	741	41.4%	
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%	
8,470	9,000	9,000	437500	Longevity Pay	11,400	2,400	26.7%	
1,965	1,950	1,950	438500	Cell Phone Allowance	1,950	0	0.0%	
<b>1,221,021</b>	<b>1,214,894</b>	<b>1,214,894</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,289,971</b>	<b>75,077</b>	<b>6.2%</b>	
4,745	5,650	5,650	512100	Office Expense	5,650	0	0.0%	
1,500	1,260	1,260	512400	Communications	1,260	0	0.0%	
3,597	12,000	12,000	514100	Departmental Special Supplies	12,000	0	0.0%	
3,185	0	0	516100	Training & Education	0	0	0.0%	
347	0	0	516500	Conferences & Conventions	5,000	5,000	0.0%	
574	0	0	516700	Memberships & Dues	0	0	0.0%	
6,170	7,000	7,000	517000	City Commission Expenses	6,000	-1,000	-14.3%	
6,702	6,000	6,000	517300	Advertising and Public Relatio	7,000	1,000	16.7%	
1,284	1,810	1,810	600800	Equip Maint Expenses	2,332	522	28.8%	
2,905	0	0	605400	Amortization of Equipment	2,905	2,905	0.0%	
0	0	30,000	610400	Consulting Services	151,400	121,400	404.7%	
191,728	17,673	97,843	619800	Other Contractual Services	17,673	-80,170	-81.9%	
0	5,000	5,000	621500	Plng Svcs-Reimbursable	0	-5,000	-100.0%	
14,951	11,808	11,808	650300	Liability Reserve Charge	11,796	-12	-0.1%	
<b>237,687</b>	<b>68,201</b>	<b>178,371</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>223,016</b>	<b>44,645</b>	<b>25.0%</b>	
<b>1,458,709</b>	<b>1,283,095</b>	<b>1,393,265</b>	<b>Division Total</b>		<b>1,512,987</b>	<b>119,722</b>	<b>8.6%</b>	



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101	10150250			
			GENERAL FUND	Enforcement Services			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
519,530	475,597	503,062	411100	Regular Salaries	540,266	37,204	7.4%
59,400	55,200	55,200	411200	Part-Time Salaries	55,200	0	0.0%
0	592	592	411310	Overtime-Regular	592	0	0.0%
7,786	7,280	7,280	431000	Deferred Compensation	8,840	1,560	21.4%
38,618	33,011	33,011	432000	Social Security	39,760	6,749	20.4%
40,023	35,808	35,808	433000	Retirement - Employer	36,506	698	1.9%
83,839	91,062	91,062	433050	Retirement-Unfunded Liability	104,351	13,289	14.6%
18,305	30,378	30,378	434000	Workers Compensation	24,786	-5,592	-18.4%
93,714	93,503	93,503	435000	Group Insurance	116,830	23,327	24.9%
3,970	3,589	3,589	435400	Retiree Health Savings	4,225	636	17.7%
18,922	19,546	19,546	435500	Retiree Insurance	19,910	364	1.9%
1,786	1,512	1,512	436000	State Disability Insurance	2,190	678	44.8%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
16,928	18,600	18,600	437500	Longevity Pay	18,600	0	0.0%
3,135	2,925	2,925	438500	Cell Phone Allowance	2,925	0	0.0%
811	1,400	1,400	440000	Uniform Allowance	1,850	450	32.1%
<b>907,268</b>	<b>870,503</b>	<b>897,968</b>	<b>Total</b>	<b>Personnel Services</b>	<b>977,331</b>	<b>79,363</b>	<b>8.8%</b>
1,766	3,200	3,200	512100	Office Expense	4,200	1,000	31.3%
0	0	0	512300	Postage	100	100	0.0%
1,143	960	960	512400	Communications	960	0	0.0%
506	7,000	6,000	514100	Departmental Special Supplies	7,000	1,000	16.7%
216	975	975	514600	Small Tools & Equipment	2,043	1,068	109.5%
699	0	1,000	516100	Training & Education	5,000	4,000	400.0%
665	1,675	1,675	516700	Memberships & Dues	1,675	0	0.0%
859	2,200	2,305	550110	Uniforms	3,000	695	30.2%
0	150	150	600200	R&M - Equipment	150	0	0.0%
16,852	15,689	15,689	600800	Equip Maint Expenses	20,144	4,455	28.4%
7,969	0	0	605400	Amortization of Equipment	7,969	7,969	0.0%
0	0	0	610400	Consulting Services	14,000	14,000	0.0%
45,050	76,968	136,891	619800	Other Contractual Services	55,000	-81,891	-59.8%
11,670	9,772	9,772	650300	Liability Reserve Charge	8,492	-1,280	-13.1%
<b>87,394</b>	<b>118,589</b>	<b>178,617</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>129,733</b>	<b>-48,884</b>	<b>-27.4%</b>
<b>994,662</b>	<b>989,092</b>	<b>1,076,585</b>	<b>Division Total</b>		<b>1,107,064</b>	<b>30,479</b>	<b>2.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101		10150400		
			GENERAL FUND		Advance Planning		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
299,211	309,748	309,748	411100	Regular Salaries	341,968	32,220	10.4%
413	31,989	31,989	411200	Part-Time Salaries	31,989	0	0.0%
13,327	0	0	411310	Overtime-Regular	0	0	0.0%
6,784	7,280	7,280	431000	Deferred Compensation	5,720	-1,560	-21.4%
23,260	21,927	21,927	432000	Social Security	23,332	1,405	6.4%
22,013	23,061	23,061	433000	Retirement - Employer	22,481	-580	-2.5%
50,064	53,095	53,095	433050	Retirement-Unfunded Liability	64,261	11,166	21.0%
11,522	18,218	18,218	434000	Workers Compensation	16,185	-2,033	-11.2%
25,779	29,046	29,046	435000	Group Insurance	20,420	-8,626	-29.7%
1,835	1,950	1,950	435400	Retiree Health Savings	1,300	-650	-33.3%
677	664	664	436000	State Disability Insurance	900	236	35.5%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
983	975	975	438500	Cell Phone Allowance	975	0	0.0%
<b>456,368</b>	<b>498,453</b>	<b>498,453</b>	<b>Total</b>	<b>Personnel Services</b>	<b>530,031</b>	<b>31,578</b>	<b>6.3%</b>
218	1,000	1,000	512100	Office Expense	500	-500	-50.0%
3,938	4,000	4,000	514100	Departmental Special Supplies	1,500	-2,500	-62.5%
1,353	0	0	516500	Conferences & Conventions	2,000	2,000	0.0%
5,524	3,000	3,000	516600	Special Events & Meetings	2,000	-1,000	-33.3%
1,616	3,000	3,000	516700	Memberships & Dues	2,000	-1,000	-33.3%
200	1,000	1,000	517300	Advertising and Public Relatio	4,000	3,000	300.0%
949,118	0	1,813,566	619800	Other Contractual Services	1,500	-1,812,066	-99.9%
7,346	5,860	5,860	650300	Liability Reserve Charge	5,545	-315	-5.4%
<b>969,314</b>	<b>17,860</b>	<b>1,831,426</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>19,045</b>	<b>-1,812,381</b>	<b>-99.0%</b>
<b>1,425,682</b>	<b>516,313</b>	<b>2,329,879</b>	<b>Division Total</b>		<b>549,076</b>	<b>-1,780,803</b>	<b>-76.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101	10150500			
			GENERAL FUND	Neighborhood Preservation			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
504,647	523,823	523,823	411100	Regular Salaries	522,146	-1,677	-0.3%
27,626	60,128	60,128	411200	Part-Time Salaries	60,128	0	0.0%
1,523	4,580	4,580	411310	Overtime-Regular	4,580	0	0.0%
10,841	10,660	10,660	431000	Deferred Compensation	12,220	1,560	14.6%
38,738	38,511	38,511	432000	Social Security	38,077	-434	-1.1%
35,832	36,778	36,778	433000	Retirement - Employer	35,651	-1,127	-3.1%
74,099	85,321	85,321	433050	Retirement-Unfunded Liability	113,930	28,609	33.5%
17,347	29,436	29,436	434000	Workers Compensation	27,067	-2,369	-8.0%
57,469	67,296	67,296	435000	Group Insurance	96,805	29,509	43.8%
3,106	3,570	3,570	435400	Retiree Health Savings	3,575	5	0.1%
33,860	35,695	35,695	435500	Retiree Insurance	34,040	-1,655	-4.6%
862	936	936	436000	State Disability Insurance	1,171	235	25.1%
1,000	1,000	1,000	437000	Mgt Health Ben	1,500	500	50.0%
6,651	6,600	6,600	437500	Longevity Pay	9,000	2,400	36.4%
1,965	1,950	1,950	438500	Cell Phone Allowance	3,575	1,625	83.3%
<b>815,566</b>	<b>906,284</b>	<b>906,284</b>	<b>Total</b>	<b>Personnel Services</b>	<b>963,465</b>	<b>57,181</b>	<b>6.3%</b>
963	810	810	512400	Communications	810	0	0.0%
2,459	0	0	517300	Advertising and Public Relatio	0	0	0.0%
3,704	4,202	4,202	600800	Equip Maint Expenses	1,535	-2,667	-63.5%
3,584	0	0	605400	Amortization of Equipment	3,584	3,584	0.0%
45,523	190,208	281,420	619800	Other Contractual Services	0	-281,420	-100.0%
11,060	9,469	9,469	650300	Liability Reserve Charge	9,274	-195	-2.1%
<b>67,294</b>	<b>204,689</b>	<b>295,901</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>15,203</b>	<b>-280,698</b>	<b>-94.9%</b>
<b>882,859</b>	<b>1,110,973</b>	<b>1,202,185</b>	<b>Division Total</b>		<b>978,668</b>	<b>-223,517</b>	<b>-18.6%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101 GENERAL FUND		10150520 Homeless Services				
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change		
7,177	0	0	619800	Other Contractual Services	0	0	0.0%		
7,177	0	0	Total	Maint & Operations	0	0	0.0%		
7,177	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			101			10150550		
			GENERAL FUND		Rent Stabilization			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	0	131,100	411100	Regular Salaries		258,138	127,038	96.9%
0	0	0	431000	Deferred Compensation		9,880	9,880	0.0%
0	0	0	432000	Social Security		19,877	19,877	0.0%
0	0	0	433000	Retirement - Employer		25,840	25,840	0.0%
0	0	0	435000	Group Insurance		53,910	53,910	0.0%
0	0	0	435400	Retiree Health Savings		1,950	1,950	0.0%
0	0	0	436000	State Disability Insurance		350	350	0.0%
0	0	0	437000	Mgt Health Ben		1,000	1,000	0.0%
0	0	0	438500	Cell Phone Allowance		1,950	1,950	0.0%
0	0	131,100	Total	Personnel Services		372,895	241,795	184.4%
0	0	5,500	512100	Office Expense		16,500	11,000	200.0%
0	0	6,700	516600	Special Events & Meetings		0	-6,700	-100.0%
0	0	9,650	610400	Consulting Services		0	-9,650	-100.0%
0	0	0	611300	Legal Services - Land Use		50,000	50,000	0.0%
0	0	127,000	619800	Other Contractual Services		401,900	274,900	216.5%
0	0	148,850	Total	Maint & Operations		468,400	319,550	214.7%
0	0	7,000	732150	IT Equipment - Hardware		7,000	0	0.0%
0	0	7,000	Total	Capital Outlay		7,000	0	0.0%
0	0	286,950	Division Total			848,295	561,345	195.6%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			412	41250150			
			BUILDING SURCHARGE FUND		Building Safety		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	0	0	411200	Part-Time Salaries	23,992	23,992	0.0%
935	0	0	434000	Workers Compensation	0	0	0.0%
935	0	0	Total	Personnel Services	23,992	23,992	0.0%
1,128	0	0	514100	Departmental Special Supplies	0	0	0.0%
0	4,000	83,420	619800	Other Contractual Services	84,000	580	0.7%
596	0	0	650300	Liability Reserve Charge	0	0	0.0%
1,724	4,000	83,420	Total	Maint & Operations	84,000	580	0.7%
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%
2,659	24,000	103,420	Division Total		127,992	24,572	23.8%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT				414		41450400			
				OPERATING GRANTS FUND		LEAP(LocalEarlyActionPlan)Prog			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	150,000	619800	Other Contractual Services		0	-150,000	-100.0%	
0	0	150,000	Total	Maint & Operations		0	-150,000	-100.0%	
0	0	150,000	Division Total			0	-150,000	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			414	41450541			
			OPERATING GRANTS FUND	Homeless Services			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
1,000	0	0	512100	Office Expense	0	0	0.0%
0	24,750	24,750	618140	Homeless Incentive Program	24,750	0	0.0%
209,599	0	39,164	619800	Other Contractual Services	0	-39,164	-100.0%
<b>210,599</b>	<b>24,750</b>	<b>63,914</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>24,750</b>	<b>-39,164</b>	<b>-61.3%</b>
<b>210,599</b>	<b>24,750</b>	<b>63,914</b>	<b>Division Total</b>		<b>24,750</b>	<b>-39,164</b>	<b>-61.3%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			425			42516510		
			SPECIAL ASSESSMENT & DISTRICTS				W Wash Landscape Maint Dist #1	
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
3,070	5,100	5,100	513000	Utilities	8,600	3,500	68.6%	
0	0	0	517300	Advertising and Public Relatio	600	600	0.0%	
5,773	44,150	48,262	619800	Other Contractual Services	12,900	-35,362	-73.3%	
<b>8,844</b>	<b>49,250</b>	<b>53,362</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>22,100</b>	<b>-31,262</b>	<b>-58.6%</b>	
<b>8,844</b>	<b>49,250</b>	<b>53,362</b>	<b>Division Total</b>		<b>22,100</b>	<b>-31,262</b>	<b>-58.6%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			425			42516520		
			SPECIAL ASSESSMENT & DISTRICTS				W Wash Landscape Maint Dist #2	
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
3,897	5,500	5,833	513000	Utilities	5,500	-333	-5.7%	
1,546	0	0	517300	Advertising and Public Relatio	1,200	1,200	0.0%	
24,246	23,230	23,230	619800	Other Contractual Services	12,900	-10,330	-44.5%	
<b>29,690</b>	<b>28,730</b>	<b>29,063</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>19,600</b>	<b>-9,463</b>	<b>-32.6%</b>	
<b>29,690</b>	<b>28,730</b>	<b>29,063</b>	<b>Division Total</b>		<b>19,600</b>	<b>-9,463</b>	<b>-32.6%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			425			42516530		
			SPECIAL ASSESSMENT & DISTRICTS			W Wash Landscape Maint Dist #3		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	0	5,750	619800	Other Contractual Services		6,200	450	7.8%
0	0	5,750	Total	Maint & Operations		6,200	450	7.8%
0	0	5,750	Division Total			6,200	450	7.8%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			426	42650510			
			SECTION 8 FUND	Rental Assistance			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
114,380	147,057	147,057	411100	Regular Salaries	149,237	2,180	1.5%
1,762	2,340	2,340	431000	Deferred Compensation	2,340	0	0.0%
8,363	9,713	9,713	432000	Social Security	9,880	167	1.7%
7,793	10,356	10,356	433000	Retirement - Employer	9,329	-1,027	-9.9%
21,609	23,287	23,287	433050	Retirement-Unfunded Liability	26,667	3,380	14.5%
4,876	7,145	7,145	434000	Workers Compensation	6,837	-308	-4.3%
9,422	9,682	9,682	435000	Group Insurance	10,210	528	5.5%
734	975	975	435400	Retiree Health Savings	975	0	0.0%
513	619	619	436000	State Disability Insurance	751	132	21.3%
3,326	3,300	3,300	437500	Longevity Pay	3,300	0	0.0%
0	0	0	438500	Cell Phone Allowance	650	650	0.0%
<b>172,778</b>	<b>214,474</b>	<b>214,474</b>	<b>Total</b>	<b>Personnel Services</b>	<b>220,176</b>	<b>5,702</b>	<b>2.7%</b>
0	1,803	1,803	512100	Office Expense	1,803	0	0.0%
721	610	610	512400	Communications	610	0	0.0%
0	3,331	3,331	513000	Utilities	3,331	0	0.0%
56	412	412	514100	Departmental Special Supplies	412	0	0.0%
0	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%
17,355	108,205	108,238	618100	Housing Services	108,205	-33	0.0%
76,333	58,295	107,731	618120	Family Self-Sufficiency Progra	93,895	-13,836	-12.8%
0	1,318,500	1,318,500	618500	Rent Subsidy Payments	1,318,500	0	0.0%
1,364,334	0	0	618520	Rent Sub HAP Pmts-Voucher/POut	0	0	0.0%
16,523	0	0	618523	Family Self-Sufficiency Pmts	0	0	0.0%
1,131	0	0	618550	Rent Sub Admin Pmts-Port Outs	0	0	0.0%
271	36,000	36,104	619800	Other Contractual Services	94,000	57,896	160.4%
3,109	2,298	2,298	650300	Liability Reserve Charge	2,342	44	1.9%
<b>1,479,833</b>	<b>1,549,067</b>	<b>1,598,641</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,642,711</b>	<b>44,070</b>	<b>2.8%</b>
<b>1,652,612</b>	<b>1,763,541</b>	<b>1,813,115</b>	<b>Division Total</b>		<b>1,862,887</b>	<b>49,772</b>	<b>2.7%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS			475		47555100		
			CULVER CITY PARKING AUTHORITY		Administration		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	2,000	2,000	512100	Office Expense	2,000	0	0.0%
1,595	1,600	1,600	512400	Communications	1,600	0	0.0%
13,801	15,000	15,000	513000	Utilities	15,000	0	0.0%
1,408	1,500	1,500	514100	Departmental Special Supplies	1,000	-500	-33.3%
0	6,000	6,000	600100	R&M - Building	4,000	-2,000	-33.3%
0	10,000	10,000	600200	R&M - Equipment	10,000	0	0.0%
0	30,000	30,000	610100	Audit Services	30,000	0	0.0%
38,545	0	28,000	612300	Property Management Services	36,990	8,990	32.1%
86,041	30,000	113,352	619800	Other Contractual Services	120,000	6,648	5.9%
141,389	96,100	207,452	Total	Maint & Operations	220,590	13,138	6.3%
141,389	96,100	207,452	Division Total		220,590	13,138	6.3%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS			475		47555310		
			CULVER CITY PARKING AUTHORITY		Cardiff Prkg Structure		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
3,180	4,000	4,000	512400	Communications	4,000	0	0.0%
1,136	3,500	3,500	513000	Utilities	3,500	0	0.0%
2,000	20,000	17,894	600100	R&M - Building	15,000	-2,894	-16.2%
0	20,000	20,000	600200	R&M - Equipment	15,000	-5,000	-25.0%
291,111	300,000	300,000	612300	Property Management Services	319,516	19,516	6.5%
0	5,000	5,000	619800	Other Contractual Services	3,000	-2,000	-40.0%
297,428	352,500	350,394	Total	Maint & Operations	360,016	9,622	2.7%
0	5,000	1,000	730100	Improvements other than Bldg	4,000	3,000	300.0%
0	5,000	1,000	Total	Capital Outlay	4,000	3,000	300.0%
297,428	357,500	351,394	Division Total		364,016	12,622	3.6%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS			475		47555320		
			CULVER CITY PARKING AUTHORITY		The Culver Steps		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
57,454	0	0	612300	Property Management Services	0	0	0.0%
57,454	0	0	Total	Maint & Operations	0	0	0.0%
57,454	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS			475	47555380			
			CULVER CITY PARKING AUTHORITY	Ince Prkg Structure			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
6,531	6,500	6,500	512400	Communications	6,500	0	0.0%
167	3,000	3,000	513000	Utilities	3,000	0	0.0%
3,031	10,000	4,538	600100	R&M - Building	15,000	10,463	230.6%
4,979	10,000	10,000	600200	R&M - Equipment	15,000	5,000	50.0%
620,080	550,000	550,000	612300	Property Management Services	680,028	130,028	23.6%
12,195	20,000	17,181	619800	Other Contractual Services	10,000	-7,181	-41.8%
<b>646,983</b>	<b>599,500</b>	<b>591,219</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>729,528</b>	<b>138,309</b>	<b>23.4%</b>
12,225	10,000	4,000	730100	Improvements other than Bldg	8,000	4,000	100.0%
<b>12,225</b>	<b>10,000</b>	<b>4,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>8,000</b>	<b>4,000</b>	<b>100.0%</b>
<b>659,208</b>	<b>609,500</b>	<b>595,219</b>	<b>Division Total</b>		<b>737,528</b>	<b>142,309</b>	<b>23.9%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS				475		47555440		
				CULVER CITY PARKING AUTHORITY		Ivy Substation/Media Park		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	20,000	20,000	619800	Other Contractual Services		20,000	0	0.0%
0	20,000	20,000	Total	Maint & Operations		20,000	0	0.0%
0	20,000	20,000	Division Total			20,000	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS			475				
			CULVER CITY PARKING AUTHORITY	47555560 Virgina Parking Lot			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
1,378	2,500	2,500	513000	Utilities	2,500	0	0.0%
0	10,000	10,000	600100	R&M - Building	7,000	-3,000	-30.0%
0	10,000	3,500	600200	R&M - Equipment	30,000	26,500	757.1%
65,666	60,000	60,000	612300	Property Management Services	79,474	19,474	32.5%
2,000	20,000	18,000	619800	Other Contractual Services	15,000	-3,000	-16.7%
<b>69,044</b>	<b>102,500</b>	<b>94,000</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>133,974</b>	<b>39,974</b>	<b>42.5%</b>
<b>69,044</b>	<b>102,500</b>	<b>94,000</b>	<b>Division Total</b>		<b>133,974</b>	<b>39,974</b>	<b>42.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMM IMPROVE PROGRAMS			475		47555580		
			CULVER CITY PARKING AUTHORITY		Watseka Prkg Structure		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
5,052	4,000	4,000	512400	Communications	4,000	0	0.0%
2,202	2,500	2,500	513000	Utilities	2,500	0	0.0%
0	50,000	51,919	600100	R&M - Building	50,000	-1,919	-3.7%
3,345	40,000	37,625	600200	R&M - Equipment	15,000	-22,625	-60.1%
204,837	150,000	150,000	612300	Property Management Services	272,052	122,052	81.4%
0	40,000	40,000	619800	Other Contractual Services	20,000	-20,000	-50.0%
215,437	286,500	286,044	Total	Maint & Operations	363,552	77,508	27.1%
0	10,000	1,500	730100	Improvements other than Bldg	5,000	3,500	233.3%
0	10,000	1,500	Total	Capital Outlay	5,000	3,500	233.3%
215,437	296,500	287,544	Division Total		368,552	81,008	28.2%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476		47616100		
			CULVER CITY HOUSING AUTHORITY		Non-Departmental		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
853,394	817,225	817,225	952101	Trsf Out To - Fund 101	978,668	161,443	19.8%
853,394	817,225	817,225	Total	Inter-Fund Transfers	978,668	161,443	19.8%
853,394	817,225	817,225	Division Total		978,668	161,443	19.8%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476	47650710			
			CULVER CITY HOUSING AUTHORITY	Admin Supply and Services			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
19,066	21,547	21,547	512100	Office Expense	0	-21,547	-100.0%
224	0	0	512400	Communications	0	0	0.0%
0	4,000	4,000	514100	Departmental Special Supplies	5,000	1,000	25.0%
1,000	20,000	20,000	517000	City Commission Expenses	20,000	0	0.0%
0	11,000	11,000	517300	Advertising and Public Relatio	0	-11,000	-100.0%
0	5,000	5,000	600200	R&M - Equipment	5,000	0	0.0%
0	100,000	100,000	611600	Legal Services - Miscellaneous	0	-100,000	-100.0%
0	30,000	30,000	612300	Property Management Services	30,000	0	0.0%
18,100	2,100,187	2,100,187	618100	Housing Services	2,100,187	0	0.0%
227,191	260,299	260,299	619800	Other Contractual Services	699,659	439,360	168.8%
<b>265,581</b>	<b>2,552,033</b>	<b>2,552,033</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>2,859,846</b>	<b>307,813</b>	<b>12.1%</b>
31,160	0	0	732100	Auto-Rolling Stock & Equipment	0	0	0.0%
<b>31,160</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>296,741</b>	<b>2,552,033</b>	<b>2,552,033</b>	<b>Division Total</b>		<b>2,859,846</b>	<b>307,813</b>	<b>12.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476	47650720			
			CULVER CITY HOUSING AUTHORITY	Rental Assistance Payments			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	50,000	50,000	610300	Personnel Services	50,000	0	0.0%
0	0	0	618100	Housing Services	35,000	35,000	0.0%
227,528	35,000	35,000	618200	Rap Grants	0	-35,000	-100.0%
0	222,780	222,780	618500	Rent Subsidy Payments	239,440	16,660	7.5%
<b>227,528</b>	<b>307,780</b>	<b>307,780</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>324,440</b>	<b>16,660</b>	<b>5.4%</b>
<b>227,528</b>	<b>307,780</b>	<b>307,780</b>	<b>Division Total</b>		<b>324,440</b>	<b>16,660</b>	<b>5.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476	47650725			
			CULVER CITY HOUSING AUTHORITY	Homeless Rental Assistance Pro			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	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%
129,746	147,349	147,349	619800	Other Contractual Services	144,813	-2,536	-1.7%
<b>129,746</b>	<b>237,349</b>	<b>237,349</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>234,813</b>	<b>-2,536</b>	<b>-1.1%</b>
<b>129,746</b>	<b>237,349</b>	<b>237,349</b>	<b>Division Total</b>		<b>234,813</b>	<b>-2,536</b>	<b>-1.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT				476		47650730		
				CULVER CITY HOUSING AUTHORITY		Mortgage Assistance Program		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	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 2021-22**

COMMUNITY DEVELOPMENT			476		47650760		
			CULVER CITY HOUSING AUTHORITY		Neighborhood Preservation		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
57,386	350,512	350,512	618100	Housing Services	215,000	-135,512	-38.7%
0	60,000	60,000	618400	Rehab Grants Fee Incentive	60,000	0	0.0%
57,386	410,512	410,512	Total	Maint & Operations	275,000	-135,512	-33.0%
57,386	410,512	410,512	Division Total		275,000	-135,512	-33.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476		47650780		
			CULVER CITY HOUSING AUTHORITY		Fair Housing		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
4,775	482,089	482,089	619800	Other Contractual Services	180,000	-302,089	-62.7%
4,775	482,089	482,089	Total	Maint & Operations	180,000	-302,089	-62.7%
4,775	482,089	482,089	Division Total		180,000	-302,089	-62.7%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476		47650890		
			CULVER CITY HOUSING AUTHORITY		Housing Protections		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	250,000	250,000	600100	R&M - Building	150,000	-100,000	-40.0%
0	60,000	60,000	612300	Property Management Services	60,000	0	0.0%
137,143	2,905,370	2,905,370	618100	Housing Services	7,500,000	4,594,630	158.1%
75,904	302,500	302,500	618400	Rehab Grants Fee Incentive	711,300	408,800	135.1%
5,994	70,000	70,000	618560	Owner Incentive - Housing	0	-70,000	-100.0%
219,041	3,587,870	3,587,870	Total	Maint & Operations	8,421,300	4,833,430	134.7%
219,041	3,587,870	3,587,870	Division Total		8,421,300	4,833,430	134.7%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

COMMUNITY DEVELOPMENT			476		47650910		
			CULVER CITY HOUSING AUTHORITY		Homeless Program		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	50,000	50,000	610300	Personnel Services	65,000	15,000	30.0%
20,184	799,428	799,428	619800	Other Contractual Services	82,500	-716,928	-89.7%
20,184	849,428	849,428	Total	Maint & Operations	147,500	-701,928	-82.6%
20,184	849,428	849,428	Division Total		147,500	-701,928	-82.6%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

SUCCESSOR AGENCY			550 SUCCESSOR AGENCY - RORF		55090000 Administration		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
182,827	417,173	417,173	611600	Legal Services - Miscellaneous	300,000	-117,173	-28.1%
16,000	30,000	30,000	619100	Fiscal Services	20,000	-10,000	-33.3%
45,210	-45,210	(45,210)	650200	Insurance Premiums - Other	0	45,210	-100.0%
280,000	650,000	650,000	670100	Administrative Charges	630,650	-19,350	-3.0%
<b>524,037</b>	<b>1,051,963</b>	<b>1,051,963</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>950,650</b>	<b>-101,313</b>	<b>-9.6%</b>
1,422,954	24,275,683	24,275,683	810400	Loan Principal Payments	11,793,076	-12,482,607	-51.4%
2,082,054	-2,082,054	(2,082,054)	820300	Fiscal Agent Bond Fees	0	2,082,054	-100.0%
24,073	-24,073	(24,073)	820320	Bond Original Issue Discount	0	24,073	-100.0%
(1,285,325)	1,285,325	1,285,325	820325	Bond Original Issuance Premium	0	-1,285,325	-100.0%
<b>2,243,755</b>	<b>23,454,882</b>	<b>23,454,882</b>	<b>Total</b>	<b>Debt Services</b>	<b>11,793,076</b>	<b>-11,661,806</b>	<b>-49.7%</b>
0	11,393,776	11,393,776	952476	Trsf Out To - Fund 476	5,996,000	-5,397,776	-47.4%
<b>0</b>	<b>11,393,776</b>	<b>11,393,776</b>	<b>Total</b>	<b>Inter-Fund Transfers</b>	<b>5,996,000</b>	<b>-5,397,776</b>	<b>-47.4%</b>
<b>2,767,793</b>	<b>35,900,620</b>	<b>35,900,620</b>	<b>Division Total</b>		<b>18,739,726</b>	<b>-17,160,894</b>	<b>-47.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

SUCCESSOR AGENCY			550	55090860			
			SUCCESSOR AGENCY - RORF	Debt Service			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
4,047,093	2,889,007	2,889,007	820100	Bond Interest Payments	2,684,750	-204,257	-7.1%
<b>4,047,093</b>	<b>2,889,007</b>	<b>2,889,007</b>	<b>Total</b>	<b>Debt Services</b>	<b>2,684,750</b>	<b>-204,257</b>	<b>-7.1%</b>
<b>4,047,093</b>	<b>2,889,007</b>	<b>2,889,007</b>	<b>Division Total</b>		<b>2,684,750</b>	<b>-204,257</b>	<b>-7.1%</b>



# 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 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
60100	Public Works Admin	1,066,373	1,236,870	926,832	-310,038	-25.1%
60150	Engineering	2,153,683	1,993,687	2,020,457	26,770	1.3%
60170	Mobility & Traffic Engineering	651,093	994,662	1,156,333	161,671	16.3%
60200	Maintenance Operations	481,528	485,777	421,473	-64,304	-13.2%
60210	Streets	2,122,457	2,081,216	2,165,354	84,138	4.0%
60220	Tree Maintenance	1,313,184	1,283,299	1,391,470	108,171	8.4%
60230	Building Maintenance	2,683,041	2,816,769	2,840,633	23,864	0.8%
60240	Electrical Maintenance	1,418,886	1,594,189	1,599,743	5,554	0.3%
60250	Graffiti Abatement	312,076	306,731	304,617	-2,114	-0.7%
60260	Parking Meters	572,596	631,484	644,503	13,019	2.1%
60460	Environmental Programs/Ops	288,088	396,487	625,880	229,393	57.9%
<b>Fund Total</b>		<b>13,063,006</b>	<b>13,821,170</b>	<b>14,097,295</b>	<b>276,125</b>	<b>2.0%</b>
<i>202 - REFUSE DISPOSAL FUND</i>						
14500	Purchasing	60,382	60,843	63,281	2,438	4.0%
16100	Non-Departmental	171,676	0	0	0	0.0%
60400	Refuse Collection - Admin	11,748,569	10,760,467	11,345,201	584,734	5.4%
60410	Transfer Station - Admin	5,980,345	6,356,948	7,089,398	732,450	11.5%
60470	Food Rescue Grant	2,498	216,052	0	-216,052	-100.0%
<b>Fund Total</b>		<b>17,963,471</b>	<b>17,394,310</b>	<b>18,497,879</b>	<b>1,103,570</b>	<b>6.3%</b>



RESP. MGR.: CHARLES HERBERTSON

EXPENDITURE SUMMARY		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>204 - SEWER OPERATING FUND</i>						
60300	Wastewater Maintenance	8,120,647	9,546,289	9,433,745	-112,544	-1.2%
60310	Hyperion Plant Debt Service	931,072	1,281,175	1,281,175	0	0.0%
<b>Fund Total</b>		<b>9,051,719</b>	<b>10,827,464</b>	<b>10,714,920</b>	<b>-112,544</b>	<b>-1.0%</b>
<i>412 - BUILDING SURCHARGE FUND</i>						
60150	Engineering	49,910	34,832	10,840	-23,992	-68.9%
<b>Fund Total</b>		<b>49,910</b>	<b>34,832</b>	<b>10,840</b>	<b>-23,992</b>	<b>-68.9%</b>
<i>414 - GRANTS OPERATING FUND</i>						
60902	Bikeways (TDA Article 3)	28,808	26,000	26,000	0	0.0%
60903	Building Maintenance	-40	107,389	80,000	-27,389	-25.5%
60904	Used Oil Block Grant	0	15,178	0	-15,178	-100.0%
60905	Recycling	26,283	0	0	0	0.0%
60906	HouseholdHazardous-CalCycleHHW	5,879	44,122	0	-44,122	-100.0%
60911	CicLAvia - Open Streets 2016	0	2,750	0	-2,750	-100.0%
60912	CicLAvia - Open Streets 2018	119,103	0	0	0	0.0%
60913	Ped/Bicycle Sfty Prog	0	13,008	0	-13,008	-100.0%
<b>Fund Total</b>		<b>180,032</b>	<b>208,446</b>	<b>106,000</b>	<b>-102,446</b>	<b>-49.1%</b>
<b>Department Total</b>		<b>\$40,308,138</b>	<b>\$42,286,223</b>	<b>\$43,426,934</b>	<b>\$1,140,712</b>	<b>2.7%</b>





## PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REVENUE SUMMARY	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Street Permits	481,247	400,000	300,000	-100,000	-25.0%
Outdoor Dining Permit	163,514	180,000	180,000	0	0.0%
House Moving Permits	19,514	15,000	15,000	0	0.0%
Recycling Plan Permit Fee	5,270	8,000	8,000	0	0.0%
Util Pole-SC Wireless App Fee	8,547	75,000	100,000	25,000	33.3%
St Lt Pole-SC Wireless App Fee	30,861	100,000	100,000	0	0.0%
LA DOT & Caltrans (State)	6,735	5,600	5,600	0	0.0%
CNG Excise Tax Credit	8,504	1,608	1,608	0	0.0%
LCFS Credit	17,471	1,843	1,843	0	0.0%
TDA 3 - Bikeways (Gas Tax SB82	28,808	26,000	26,000	0	0.0%
State of Calif - OTS	0	13,008	0	-13,008	-100.0%
Dept/Conservation-Recycling	31,737	20,000	20,000	0	0.0%
CalRecycle HHW	0	50,000	0	-50,000	-100.0%
CalRecycle-Food Rescue Grant	163,792	0	0	0	0.0%
CIWMB-CA Intg Waste Mgt Brd(N)	0	15,178	0	-15,178	-100.0%
Prop A: Maint & Srvc.	135,615	80,000	80,000	0	0.0%
Prop A: Maint & Svcs -Excess	0	27,389	0	-27,389	-100.0%
CCUSD-Sf Rt to Sch	0	60,000	30,000	-30,000	-50.0%
Refuse Disposal	4,313,818	4,035,310	4,640,607	605,297	15.0%
Can Service	77,014	55,064	61,275	6,211	11.3%
Bin Service	7,399,286	7,479,208	8,322,863	843,655	11.3%
Drop Box Service	923,550	746,548	830,759	84,211	11.3%
Bin Rental Charges	378,568	301,369	335,362	33,993	11.3%
Tonnage Charges	904,221	900,723	1,002,326	101,603	11.3%
Tonnage Charges - Green Waste	89,340	64,144	71,379	7,235	11.3%
Tonnage Charges - Inerts	306,308	144,006	160,250	16,244	11.3%
Tonnage Charges - Other	920,354	684,022	761,180	77,158	11.3%
Interest & Penalties	365,439	153,681	173,236	19,555	12.7%
Special Services	602,735	550,167	620,173	70,006	12.7%
Recycling Collection	26,574	0	0	0	0.0%
Sale of Recycle Items	403,735	391,020	571,740	180,720	46.2%
Sewer - Operating	9,655,220	10,000,000	10,100,000	100,000	1.0%
Ind Waste Inspection Fees	122,787	135,000	135,000	0	0.0%
Permit Sewer Facility - LA	437,789	200,000	200,000	0	0.0%
Permit-Sewer Facility - CC	687,553	200,000	200,000	0	0.0%
Street Division Services	28,808	22,865	22,865	0	0.0%
Stormwater Plan Ck Fees	5,124	6,000	0	-6,000	-100.0%
Banner Installation/Removal	4,311	5,000	0	-5,000	-100.0%
Engineering Svs Fees/Charges	1,722	2,000	0	-2,000	-100.0%



2021/2022  
PROPOSED BUDGET

**RESP. MGR.: CHARLES HERBERTSON**

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Traffic Impact Study Fee	21,000	20,000	50,000	30,000	150.0%
Utility Svc Admin Fee	3,231	0	0	0	0.0%
Plan Check Fees	240,874	500,000	200,000	-300,000	-60.0%
Rent/Concession - Other	78,000	70,000	70,000	0	0.0%
Miscellaneous Revenue	15,439	10,000	10,636	636	6.4%
General Revenues	11,193,722	14,531,470	14,019,233	-512,236	-3.5%
<b>Department Total</b>	<b>\$40,308,138</b>	<b>\$42,286,223</b>	<b>\$43,426,934</b>	<b>\$1,140,712</b>	<b>2.7%</b>

**RESP. MGR.: CHARLES HERBERTSON**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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	1.50	0.50	50.0%
Permit Technician II #	1.00	1.00	1.00	0.00	0.0%
Public Works Inspector	1.00	1.00	1.00	0.00	0.0%
Senior Civil Engineer	1.25	1.25	1.25	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%
Division Total	8.65	8.65	9.15	0.50	5.8%
<u>10160170 Mobility &amp; Traffic Engineering</u>					
Mobility and Traffic Engineer	1.00	1.00	1.00	0.00	0.0%
Permit Technician *	0.00	0.00	0.50	0.50	100.0%
Senior Civil Engineer **	0.00	0.00	1.00	1.00	100.0%
Sr. Engineering Tech	1.00	1.00	1.00	0.00	0.0%
Traffic Engineer Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	3.00	3.00	4.50	1.50	50.0%
<u>10160200 Maintenance Operations</u>					
Asst Maintenance Ops Manager ^	1.00	1.00	0.00	-1.00	-100.0%
Maintenance Ops Manager	1.00	1.00	1.00	0.00	0.0%
Street Maintenance Supervisor ^	0.00	0.00	1.00	1.00	100.0%
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%



# PUBLIC WORKS

**RESP. MGR.: CHARLES HERBERTSON**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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 ***	2.00	1.00	0.00	-1.00	-100.0%
Facility & Electrical Maintenance Supervisor ***	0.00	0.00	1.00	1.00	100.0%
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	2.00	2.00	2.00	0.00	0.0%
Division Total	8.50	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 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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 &amp; 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	0.00	0.00	0.00	0.0%
Clerk/Typist	0.00	1.00	1.00	0.00	0.0%
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	1.15	1.00	666.7%
Roll-off Driver	3.00	3.00	3.00	0.00	0.0%
Sanitation Dispatcher	1.00	2.00	2.00	0.00	0.0%
Sanitation Dispatcher/RPT	0.98	0.00	0.00	0.00	0.0%
Sanitation Driver	12.00	16.00	16.00	0.00	0.0%
Sanitation Driver/RPT	2.96	0.00	0.00	0.00	0.0%
Scout Vehicle Operator	10.00	12.50	12.50	0.00	0.0%
Scout Vehicle Operator/RPT	2.45	0.00	0.00	0.00	0.0%
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	43.00	44.00	1.00	2.3%



## PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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	0.00	0.00	0.00	0.0%
Laborer/RPT	1.96	0.00	0.00	0.00	0.0%
Laborer	1.00	3.00	3.00	0.00	0.0%
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	7.00	7.00	0.00	0.0%
<b>Total Positions</b>	<b>118.59</b>	<b>117.78</b>	<b>120.78</b>	<b>3.00</b>	<b>2.5%</b>

- \* Addition of one (1) Permit Technician position, split 50% 10160150 - Engineering and 50% 10160170 - Mobility & Traffic Engineering
- \*\* Addition of one (1) Senior Civil Engineer position
- \*\*\* Reclass one (1) Electrical Electrical Crew Leader to Facility & Electrical Maintenance Supervisor
- ^ Reclassify Assistant Maintenance Operations Manager to Street Maintenance Supervisor
- ^^ Addition of one (1) Management Analyst position
- # Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021: Permit Technician II (1); Maintenance Worker I (2); Maintenance Worker II (1); Electrical Maintenance Crewleader (1); Maintenance Electrician (1); Street Maintenance Crewleader (1); Subdrain Worker (1).

CASUAL PART-TIME POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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%
<b>Total Hours</b>	<b>4,320</b>	<b>4,320</b>	<b>4,320</b>	<b>0</b>	<b>0.0%</b>



# 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.

*Status: Mobility and Traffic Engineering Division made significant progress during FY 20-21 in the continuous effort to achieve a multi-modal transportation system.*

*The Division completed the Bicycle and Pedestrian Action Plan (BPAP), which was approved by Council in June 2020. Staff also applied for multiple grant programs during FY 20-21 to implement projects contained in the BPAP.*

*Additionally, staff produced Complete Streets Design Guidelines to guide both the City's capital projects, as well as public improvements through private development.*

*Implementation of Metro Bike Share is ongoing. We are currently waiting for updates from Metro on changes to their Bike Share program.*

*The plan of action and schedule for the Expo-to-Downtown Connector have changed to accommodate establishment of pilot mobility lanes, however, a Metro Active Transportation (MAT) grant was recently awarded to the Public Works Department for implementation of bicycle and pedestrian improvements on Washington Blvd between Landmark St and Helms Ave.*

#### 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 Blvd, and with the cooperation of the City of Los Angeles, further east to the termination of the open channel near Cochran Ave. 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 responsibility for management and maintenance of the Ballona Creek and the bike path.

*Status: The Departments of Public Works and Community Development collaborated on a Sustainable Transportation Planning grant application for planning, preliminary design, and community outreach for the Ballona Creek Extension project, which unfortunately was not selected for funding. The Public Works Department, however, was awarded a grant from the*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Baldwin Hills Conservancy for design and construction of sustainability, accessibility, and safety improvements on the Ballona Creek Bike Path between Duquesne Ave and National Blvd.*

### ADMINISTRATION

- Veterans Memorial Complex/Senior Center 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.

*Status: As a result of pandemic-related budget constraints, this project has been placed on hold and will be re-evaluated for implementation in FY 21-22.*

- 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.

*Status: All existing EV Charging Stations created for employee use are now occupied. As a result of pandemic-related budget constraints, expanding the number of EV Charging Stations at City Hall for employees has been placed on hold and will be re-considered for implementation in FY 21-22.*

- Certified Sustainable Business Certification Program: Continue the program for a fourth year under the existing 2-year consultant contract.

*Status: As a result of pandemic-related budget constraints, this annual program has been placed on hold and will be considered for continuation in FY 21-22.*

### ENGINEERING

- Implement the City's Capital Improvement Program FY 20-21

*Status: Multiple projects were completed in FY 20-21.*





# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*The Real Time Parking Project was completed in FY 20-21, which displays available parking spaces to the public at Cardiff, Ince, and Watseka Parking stations, as well as future Expo parking at Washington Blvd and National Blvd.*

*Construction of the \$6 million Bankfield Sewer Pump Station project was completed in FY 20-21. This project was awarded "Project of the Year" by APWA for projects in the drainage, water, and wastewater category for cities with populations less than 50,000.*

*In FY 20-21, the City completed the Skatepark Restroom/Office project.*

*Also completed in FY 20-21 was the \$2.5 million Citywide Adaptive Traffic Control System. This project replaced all 106 traffic controllers with new 2070 traffic controllers. The project also updated all traffic timing at intersections to improve the efficiency of movement of vehicles, bicycles, and pedestrians.*

*The Engineering Division continues to work closely with the Mobility and Traffic Engineering Division to manage the construction of several of grant funded projects.*

- Complete final design of Bristol and Fox Hills Sewer Pump Station Diversion to new Bankfield Sewer Pump Station.

*Status: Design of this \$6 million project is 90% complete. The final design plans and specifications will be completed by Spring 2022.*

## 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.

*Status: Fully implemented for single family residents, on-going for commercial.*

- 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.

*Status: Aerobic Digestion RFP developed in second quarter FY 20-21. Release of RFP anticipated in third quarter FY 20-21.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 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.

*Status: As a result of pandemic-related constraints, this the program did not get implemented with the CCUSD or WLA College. SB 1383 Food Recovery Agreements were in review with the City Attorney's Office in second quarter FY 20-21. Research costs to purchase a stake bed vehicle and research non-profit partnerships to donate food for city transport is planned for fourth quarter FY 20-21.*

- Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to insure compliance with both the original Polystyrene Ordinance and the new amendment.

*Status: Adoption of an amended ordinance was postponed in response to pandemic-related restaurant closures. An Environmental Compliance Inspector was hired in first quarter FY 20-21 and contacted several restaurants providing take-out and delivery that were reported as non-compliant with the current ordinance. Staff presented Proposed Polystyrene Ordinance Amendment to the Sustainability Sub-Committee in second quarter FY 20-21. Staff presenting Amendments to City Council in third quarter FY 20-21. Ordinance adoption anticipated in fourth quarter FY 20-21.*

- 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.

*Status: As a result of pandemic-related budget constraints, this program has been placed on hold.*

- 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).

*Status: In February 2020, staff had begun coordinating with PRCS and the Police Department to implement zero waste programs at those facilities. As a result of pandemic-related budget constraints, this program has been placed on hold and will be considered for implementation in FY 21-22.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 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.

*Status: Program completed. EPO delivered recycling containers to 910 multi-family units to comply with recycling legislation.*

- Household Hazardous Waste Collection Program (HHW Program): Staff will award a contract and implement HHW curbside Collection program during the 3<sup>rd</sup> quarter of FY 20-21.

*Status: Staff developed an educational HHW Video (under Educational Resources) in first and second quarters FY 20-21. During second quarter FY 20-2, staff awarded two contracts for HHW Program: (1) Homeboy Electronics Recycling for quarterly events and MF events; and (2) ACT for transfer station collection, emergency services and SF collections. HHW curbside collection program will be implemented in fourth quarter FY 20-21. A fee for this service will be invoiced to residents wishing to use this collection service. Otherwise, residents will still have the option to use LA County services.*

- 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 second quarter FY 20-21.

*Status: Budgeted funds were used to repair structural damages to the transfer station floor. Repairs were completed in second quarter FY 20-21. (A video of the Transfer Station Floor Repair is available for viewing.) A bid to construct a push wall at the Transfer Station will be published in third 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.

*Status: As a result of pandemic-related budget constraints, this program has been placed on hold and will be re-evaluated for implementation for FY 21-22.*

- 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.

*Status: As a result of pandemic-related budget constraints, this program has been placed on hold and will be re-evaluated for implementation for FY 21-22.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities. Staff will be assigned to determine SWPPP's for city facilities.

*Status: Ongoing.*

- 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.

*Status: Draft SWQMP completed. On November 10, 2020, consultants from Blue Ocean presented the draft SWQMP to the Sustainability Sub-Committee, which included identification of priority projects such as Syd Kronenthal Park. In third and fourth quarters of FY 20-21, staff will determine next steps regarding outreach and prioritization of implementation.*

- 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.

*Status: The City continues working with Ballona Creek and Marina del Rey watershed agencies discussing the upcoming CIMP updates and submit RAA-related projects. The MS4 Annual Report has been submitted. Staff continues to hold a seat on the WASC during FY 20-21.*

- 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)

*Status: During FY 20-21, the City developed a sustainability mascot named "Olive" who will be featured on t-shirts for Adopt-A-Creek events, produced an Adopt-A-Creek Video, and created an educational coloring book. A new tab was added to the EPO Trash & Recycling webpage, titled "Educational Resources," which includes outreach, such as videos, the coloring book, and posters. Staff regularly attends the CCUSD sustainability meeting to discuss programs.*

- Culver Blvd Median Infiltration Project: Implement 85<sup>th</sup> percentile storm storage, retention, and infiltration system along Culver Blvd from Sepulveda Blvd to Elenda St to comply with Ballona Creek Watershed EWMP. Project will be in full construction with anticipated completion September 2021.

*Status: Construction began February 2020 and continues on schedule, with completion expected second quarter FY 21-22. During FY 20-21, staff submitted reimbursements to the State for the Prop 84 Grant Funds in the amount of \$ 7.7M. The City received \$540,000 from Measure W Municipal Funds for the project in second quarter FY 20-21. The Beverly Hills and Culver City agreement was executed and funds from Beverly Hills are anticipated for fourth quarter FY 20-21. The City received a grant from the Metropolitan Water District for \$500,000 in second quarter FY 20-21.*

*Staff designed Manhole Covers specific to the project that were received in third quarter FY 20-21. The City awarded a contract with Trigger Inc. to develop an augmented reality campaign for future educational outreach about the project.*

- 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.

*Status: The City received a 404 permit from the Los Angeles County Flood Control District. The Army Corp 408 permit was approved. The City was awarded \$950,000 from Measure W funding and \$607,846.99 from GLAC IRWM. Design was completed fourth quarter 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



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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.

*Status: Mobility and Traffic Engineering Division submitted six Highway Safety Improvement Program (HSIP) grant applications, two Active Transportation Program (ATP) applications, one Office of Traffic Safety (OTS) application, one Baldwin Hills Conservancy application, one Metro Active Transportation (MAT) grant application, one Quick-Build application, one Southern California Association of Governments (SCAG) Sustainable Communities application, and two State Sustainable Transportation Planning grant applications. As of February 2021, the following projects had been awarded funding:*

- *\$157,000 Quick Build grant to redesign the intersection of Overland Ave, Ranch Rd, and Kelmore St using temporary devices for the purposes of enhancing visibility, safety and operational conditions;*
  - *\$1,956,529 MAT (Metro Active Transportation) grant for design and construction of pedestrian improvements and Class IV bikeway on Washington Blvd in the vicinity of the E-Line Station;*
  - *\$1,952,500 of SB1 funds awarded by the Baldwin Hills Conservancy for the design and construction of sustainability, safety, and accessibility improvements on the segment of the Ballona Creek Bike Path from Duquesne Ave to National Blvd (1.1 miles);*
  - *\$47,000 OTS grant for citywide multi-modal traffic safety education program for seniors, working adults, school age students, and transients; and*
  - *\$842,496 grant of Measure M sub-regional funds for the design of pedestrian improvements, as well as Class II & IV bike lanes on Overland Ave and Playa St corridor between Washington Boulevard at the northerly end and the Culver City Transit Center at the southerly end. The corridors alignment extends for a length of 2.8 miles.*
- **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 4<sup>th</sup> quarter of FY19-20 with continuing operations, observations and data collection occurring into FY20-21.

*Status: Based on recommendations by the Bicycle and Pedestrian Advisory Committee (BPAC) and City Council, the number of bike share stations has increased from 12 to 15 locations and associated field work was completed. The number of Classic and Electric bikes*





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*has also been agreed upon. Metro, however, requested postponing deployment of a Metro Bikeshare Program in Culver City for a couple of years, until their ongoing changes in equipment and contractor are completed. In the meantime, the Public Works Department will seek recommendations from BPAC regarding alternative Culver City providers until such time it is possible to join a Westside Metro Bikeshare Program.*

- 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.

*Status: Although traffic conditions during the Covid-19 pandemic prevented staff from conducting traffic volume and speed surveys in calendar year 2020, staff contacted all consultants who previously performed traffic studies in Culver City, gathered available counts, and developed a ten-year database 2009 – 2019 covering peak-period intersection turning-movement counts and daily segment counts. The database includes the 2019 intersection and segment counts performed as part of the Travel Model and General Plan updates.*

*Signal timing charts at numerous intersections had to be changed to accommodate multi-modal traffic conditions during the pandemic. New and archived signal timing charts are maintained in the recently updated Transpary software.*

*The M&TE team continues to coordinate with the Police Department to manage and analyze collisions data. The current CrossRoads system will soon be updated to the electronic citation system Brazos, which is compatible with the State's database.*

- Implement ATP grant funded Safe Routes to School project. The scope of work includes a cycle track on Elenda St 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.

*Status: Construction of the Safe Routes to School project is ongoing, completion expected by end of FY 20-21. New center medians, bulbouts, and curb ramps are currently in place. Poles of the two HAWK signals are backordered and will be installed once received. Also, to*



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*be installed are the remaining signage and pavement markings. The Engineering Division is assisting with managing the construction project.*

- Congestion-relief project, Sawtelle Blvd, I-405 ramps at Matteson Ave, Sepulveda Blvd. 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.

*Status: As a result of the pandemic, this project has been delayed. Traffic analysis, community consultation, design, and construction are currently scheduled for FY 21-22 and FY 22-23.*

- Intelligent Transportation System (ITS) improvements. Coordinate with Los Angeles World Airports (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.

*Status: Coordination between Culver City, LAWA, Caltrans, and the City of Inglewood is ongoing, and the DSS consultants' team was selected. Most of the ITS devices and improvements in Culver City funded by LAWA are constructed or in the design phase, with the overall project completion planned for FY 21-22. The Engineering Division will assist with the construction phase of the project.*

- 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.





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## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: Budget constraints have prevented development of a locally funded Signal System Upgrade Program. Safety related signal upgrades, including systematic improvements, are outlined in the Local Roads Safety Plan, which will be considered by Council in April 2021. To support planned improvements, staff submitted six Highway Safety Improvement Program (HSIP) grant applications for signal upgrades and other safety improvements, such as high friction pavement, enhanced lighting, signage and markings.*

*The Public Works Department completed design and construction of the Adaptive Traffic Signal System, which will be tested post-pandemic.*

*The Public Works Department also assisted the Transportation Department in the design and construction of the Transit Signal Priority project.*

- 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 FY 21-22.

*Status: On November 18, 2019, Council approved the retention of IPS for installation of 558 smart meters and thirty pay stations. As a result of the pandemic, IPS stopped field work for most of 2020 to protect the safety of its staff, and only recently resumed at a reduced capacity. The 558 smart parking meters, the smart locks, poles, and thirty pay stations have been purchased. These meters will be utilized to replace older existing meters that are using 2G communication technology. There are currently 618 of this type of meter that require replacement before the end of 2021 as 2G communications will no longer be supported. As of February 2021, IPS had installed fifteen of the pay stations – twelve on Sepulveda, two in the A Frame and Lucky parking lots, and one at the Access building at National Blvd and Washington Blvd. The remaining pay stations will soon replace the meters on National Blvd, to mitigate ADA compliance issues, and on Hayden Pl.*

*As a result of pandemic-related budget constraints, the purchase and installation of 1,500 additional parking meters has been placed on hold and will be rescheduled for implementation in FY 21-22 and FY 22-23.*

*Seventy-five parking meters were temporary eliminated in FY 20-21 as a result of the outdoor dining expansion in the Downtown area (on Culver Blvd and Irving Ave) and in the Arts District (on Washington Blvd), which was implemented in response to pandemic-related public health restrictions.*



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## 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. Public Works 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.

*Status: Coordination between the three departments is ongoing. Also ongoing is the update of the General Plan and development of the City's first Climate Action Plan. TDM is expected be a main factor in reducing Vehicle Miles Traveled (VMT) and Green House Gas (GHG) emissions.*

- 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 funds starting in FY 20-21 to ensure sustainability of the program.

*Status: The School Safety Education Program, sponsored by the Public Works Department and the Culver City Unified School District, has been expanded using Office of Traffic Safety (OTS) grant funds to also target seniors, working adults, and transients. The program activities were modified to conform with pandemic-related health and safety guidelines. In FY 20-21, staff developed a multi-modal safety education brochure, shared with BPAC in February 2021. This multilingual brochure will be finalized and published on the City's web site and shared through social media outlets, in addition to post-pandemic physical distribution at traffic stops and special events.*

- 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.

*Status: Two sets of design plans for the Green Valley Circle bike lanes were developed in consultation with the community. In addition to bike lane implementation, however, Fox Hills community members also requested deployment of traffic calming measures, the provision of back-in angle parking, and other measures that would impact the City's ability to implement bike lanes within the neighborhood. The Public Works Department determined that the area should be assessed as part of a Master Planning effort. Staff recently submitted a grant application with the State Sustainable Transportation Planning Grant Program to fund the planning, community consultation, and preliminary design of the transportation system*



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*improvements in that neighborhood. The Public Works Department teamed with Community Development Department on the grant application to also assess land use opportunities within the commercial sector of the Fox Hills area.*

- 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.

*Status: An in-house update of the City's Neighborhood Traffic Management Program (NTMP) is presently underway. Development of the Bicycle and Pedestrian Action Plan and Complete Streets Policy were prioritized over the NTMP so that the City could plan projects and qualify for Metro funding. Those planning documents have since been completed and approved by City Council.*

- 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.

*Status: Ongoing. All speed limit signs and most warning signs have been replaced. Faded stop signs are currently being replaced. Enhancements to pavement marking are also underway.*

*Mobility and Traffic Engineering and Maintenance Operations division teams are pursuing establishing a database for systematic tracking of signage inventory and upgrades to enhance efficiency and facilitate future work.*

- School Areas Assessment, and recommendations of on-site and public improvements. Staff initiated quarterly meetings with elected officials, schools and District representatives, 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 around 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.

*Status: Assessment of all elementary, middle, and high school areas has been completed and improvement plans were prepared and shared with the School Safety Committee. (The*



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*School Safety Committee is staffed by the Public Works Department and consists of members of City Council, as well as representatives of Culver City Unified School District, the Police Department, Walk-n-Roller Program Manager, and parent volunteers.) Plans have since been revised based on Committee recommendations, and implementation of improvements in the El Marino Elementary School area are currently underway using general funds. Remaining improvements in the other school areas will be implemented in FY 21-22 using CDBG funds.*

- 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.

*Status: As a result of pandemic-related budget constraints, limited staff resources, and completing pandemic-related activities, this project has been placed on hold and will be re-evaluated for implementation for FY 21-22. In the interim, staff is attempting to secure local or grant funding.*

- 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.

*Status: A project-specific interactive map and survey were deployed in FY 20-21 to seek community input, as part of development of the Local Roads Safety Plan (LRSP). As a result of pandemic-related budget constraints, limited staff resources, and completing pandemic-related activities, this project was then placed on hold. A recently secured intern with GIS expertise will commence work in spring 2021.*



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## FISCAL YEAR 2021/2022 WORK PLANS

### ADMINISTRATION

- Veterans Memorial Complex/Senior Center Microgrid Next Steps: Restart project placed on hold as a result of pandemic-related budget constraints. 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.
- Employee EV Charging at City Hall: Restart project placed on hold as a result of pandemic-related budget constraints to 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.
- Certified Sustainable Business Certification Program: Resume project placed on hold as a result of pandemic-related budget constraints. Proposed to continue the program for a fourth year under the existing 2-year consultant contract.
- Jackson Ave Pedestrian Walkway Renovation: Continue project #PS014 to demolish and rebuild the pedestrian walkway between Jackson and Farragut. In FY 20-21, \$50,000 was set aside to hire an architect to prepare construction documents. In FY 21-22 budgeted \$200K to construct the project. Project remains on course and its budget will not change.
- City Hall Centennial Garden: Resume this project #PF019 placed on hold as a result of pandemic-related budget constraints. Construction documents completed in FY 21. Propose bidding out and building Phase One (along Lafayette) at cost of \$895K.
- Develop a Department newsletter that will update the public on Department activities. Target a semi-annual newsletter initially with newsletters produced in July and January. Depending on staff capacity, consider transitioning to a quarterly newsletter. The Administration Division will coordinate information from all Divisions to produce the newsletter.

### ENGINEERING

- Implement Capital Improvement Program FY 21-22
  - Design and upgrade of the Hayden Sewer Pump Station: This project is will move the electrical components of the station from below ground to a new above ground building. Design is expected to begin in third quarter FY 21-22.



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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Street Paving: Centinela Ave from Bristol Pkwy to westerly City limits will be completed in second quarter of FY 21-22.
- Ballona Creek Bike Path and Landscape Improvement Project: Complete the design and manage the construction of this project from National Blvd to Duquesne Ave. \$1.9 million of the \$2.8 million project total is funded by Baldwin Hills Conservancy.
- Sidewalk Survey: Survey the condition of about 25% of the City's sidewalks.
- Plan Check & Inspection of Citywide Ting Microfiber Project: This project will begin construction in April 2021 and expected to be completed by third quarter of FY 20-21.
- Pump Station Diversion Project: Construction of the Bristol and Fox Hills Sewer Pump Station diversion to the new Bankfield Sewer Pump Station is expected to begin in the second quarter of FY 21-22 and be completed by summer 2023.
- New Left Turn Phasing: Complete the construction of the \$2 million Highway Safety Improvement of new left turn phasing at 12 major intersections by the second quarter FY 21-22.
- Higuera Bridge Replacement Project: Construction of the new \$7 million federally funded Higuera Bridge over Ballona Creek. Work will begin in Summer 2021 and be completed by Spring 2023.
- Culver Blvd Realignment Project: Construction of the Culver Blvd realignment between Sepulveda Blvd and Elenda St will be completed by second quarter FY 21-22.

## ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Ongoing. Implement food waste and compostable paper products recycling program for commercial accounts. 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.

Update municipal code in first quarter FY 21-22 to include new recycling and organics mandates required by State Legislation and by the City.





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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- 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.

Restart food recovery program with CCUSD and WLA College project in first quarter and second quarters FY 21-22, which was placed on hold as a result of pandemic.

Provide businesses with information on how to report pounds of food donated on quarterly basis beginning third quarter FY 21-22.

- Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to ensure compliance with both the original Polystyrene Ordinance and amendments if approved by council fourth quarter FY 20-21.

If amendments are approved, staff will develop outreach for amended ordinance.

- Zero Waste at City Facilities: Resumption of Zero Waste Program placed on hold as a result of pandemic-related budget constraints. Staff will begin implementation at Police Department in first and second quarters FY 21-22 and Parks/Veterans Building third and fourth quarters FY 21-22.
- Household Hazardous Waste Collection Program: Curbside collection will be available for residents in first quarter FY21-22.
- Transfer Station Structural Improvements: Construction of a new transfer station push wall will begin in first quarter FY 21-22.

To eliminate operational disruptions resulting from power outages, EPO will install a backup generator at the facility during fourth quarter FY 21-22, which will be able to provide power to the Transfer Station and Customer Service office.

- Route Optimization Program: Restart Routing Optimization program placed on hold as a result of pandemic-related budget constraints. Staff has previously researched various software programs to enhance collections performance.
- Customer Billings Software: Restart project placed on hold as a result of pandemic-related budget constraints. Current software used to bill customers for waste management monthly services is outdated and needs replacing. Purchase and implementation of new billing system will be dependent upon rate structure.



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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- 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 will continue developing Stormwater Quality Master Plan comprising of regional, green streets, and low impact development projects that collectively move the City toward compliance with the Ballona Creek EWMP and MS4 Permit. Work will include: (1) data collection; (2) coordination with other City departments, Ballona Creek Watershed Group, utility companies, and Culver City Unified School District; (3) project prioritization based on 5-year and 10-year program; (4) identification of private-public partnership opportunities and investigate the potential for an in-lieu program for developments; (5) preparation of concept reports; (6) coordination and implementation of public outreach; (7) and pursuit of grant funding opportunities.

For FY 21-22, City will request \$300,000 from Measure W fund to obtain a Feasibility Study for a Syd Kronenthal Project. Concept is a multi-benefit project that has the ability to consider offsite projects and has the potential to capture 100% of the water-volume of the watershed area.

- 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).

Continue stormwater outreach through community meetings and CCUSD.

Establish truck signage program and update signs throughout the year to provide information on existing programs.

- Culver Blvd Median Infiltration Project: Implement 85<sup>th</sup> percentile storm storage, retention, and infiltration system along Culver Blvd from Sepulveda Blvd to Elenda St to comply with Ballona Creek Watershed EWMP. Construction completion anticipated August 2021 for the stormwater portion of the project and October 2021 for the realignment of Culver Blvd. This project is being coordinated with the Engineering Division.
- 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





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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

will be diverted to Mesmer Pump Station for conveyance to Hyperion Treatment Plant for treatment to comply with Ballona Creek Bacteria TMDL. Bid to be developed, issued, and award first quarter FY 21-22, and construction to begin second quarter FY 21-22.

- Washington Blvd: The Washington Blvd Stormwater and Urban Runoff Project will help the City comply with the Los Angeles Regional Water Quality Control Board's Municipal Storm Sewer System Permit. The City is partnering with Costco to capture stormwater and urban runoff before it enters the storm drain systems. Construction kick-off in second quarter FY 21-22.
- FEMA Grant: The City was awarded \$196,000 from FEMA (administered by CalOES) to address mitigation items associated with drought, flooding, and wildfire as identified in Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) developed in 2017. In FY 21-22 City will complete update to the Multi-Jurisdictional Hazard Mitigation Plan.
- Disaster Debris Management Plan (DDMP): The DDMP is a guidance document to help prepare the City and residents in the event of a disaster. Plan focus is on disaster debris collection and FEMA reimbursements. Tetra Tech will simulate a disaster during the first or second quarter of FY 21-22.
- Homeless Encampments: Clean-up is ongoing.
- Short-Lived Climate Pollutants: Senate Bill 1383: Adopt an enforcement ordinance, Environmental Preferable Purchasing Policy, provide additional organics container to all commercial establishments, and conduct quarterly and annual waste audits to be in compliance with SB 1383 by third quarter FY 21-22.
- Create a quarterly newsletter to provide information on service programs and requirements, including bulk collection program, street sweeping, seasonal events, and promotion of party truck program.
- Cart Replacement Program: EPO currently services approximately 24,000 carts on a weekly basis. Due to wear and tear, staff estimates 60% of the existing carts are in poor condition and require replacement. In FY 21-22, staff will evaluate the cart supply and determine the number of carts requiring replacement.
- Cart and Bin Cleaning Program: Staff will issue an RFP in FY 21-22 to provide commercial and residential cart and bin cleaning services.



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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- New Pedestrian Litter Collection Truck Delivery: To ease collection operations, in FY 20-21, the City purchased a new Pedestrian Litter Collection Vehicle, which will be delivered first quarter FY 21-22.

City also expects delivery of dual system trash and recycling containers for pedestrian use ordered in FY 20-21.

- Grant Monitoring and Reporting: EPO currently has 14 grants and other contractual funding agreements, totaling over \$21 million with various federal, state, county, local agencies and private and public non-profit entities for numerous programs and construction projects. Staff will submit reimbursement requests, monitor revenue, manage partnership agreements, and continue to submit reports as required.

## MOBILITY & TRAFFIC ENGINEERING

- Seek Grant Funds: Apply for regional, state, and federal grants to fund infrastructure and non-infrastructure projects that advance the City's multi-modal transportation system, including projects contained in the Bicycle and Pedestrian Action Plan, Local Roads Safety Plan, and bicycle and pedestrian mobility projects listed for funding by development fees.
- Bike Share Program: Join the Metro Bike Share Program with a fleet of Classic and Electric bikes when deployed in the area in FY 22-23.

In the meantime, deploy an alternative bikeshare program to support multi-modal mobility in the area. To facilitate future conversion/retrofit to the Metro Bike Share Program, staff is researching a number of vendors and options, including dockless electric bikes.

- Multi-modal Data Collection Program: The Mobility and Traffic Engineering Division established a comprehensive multi-modal database, using data collected over the ten-year period 2009 – 2019 during the General Plan update, developments traffic impact analysis, and other traffic studies. In FY 21-22, Division staff will continue to collect data documented during upcoming development projects and City capital projects, which will allow staff to focus resources on conducting speed surveys post-pandemic. Available speed surveys data is more than seven years old, and updating the data is essential for setting speed limits on the differing street types, evaluating traffic calming projects, and supporting the Police Department's enforcement efforts without being challenged.
- City's Neighborhood Traffic Management Program (NTMP): Complete update of the NTMP to maximize benefits of the program and improve its time frame and budget efficiency. The updated NTMP is planned for Council consideration in FY 21-22.



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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- **Traffic Calming Projects:** Complete construction of the Rancho Higuera Neighborhood Traffic Management Plan. Also proceed with review of other areas, such as the Fox Hills neighborhood, once it is again possible to collect data post-pandemic.
- **Implement Safe Routes to Schools:** Implement improvement plans for all elementary, middle, and high school areas. Plan recommendations include: enhancement of signage and pavement markings; limited intersection design modifications using temporary traffic control devices; adjustment to signal operations, as feasible; changes in parking regulations to improve visibility and operational conditions; and addition of curb ramps where deficient.
- **Intelligent Transportation System (ITS) improvements:** Continue coordination with Los Angeles World Airports (LAWA), Caltrans, and the City of Inglewood on completing the design and construction of the Decision Support System (DSS) and other ITS project elements, including signals upgrade and the Dynamic Messaging Sign (DMS) planned for installation in Culver City.
- **Signal Adaptive System:** Operate and test the already implemented signals adaptive system on major corridors throughout the City, as warranted by traffic volumes and streets configurations post-pandemic.
- **Implement Safety Improvements:** The LRSP will be considered by City Council in April 2021. The Mobility and Traffic Engineering Division staff will continue to seek grant funds, development fees, and other project funds to gradually implement safety improvements contained in the LRSP. LRSP improvements include: replacement of faded LED signal lamps; installation of reflective back plates; other systematic signal upgrades; implementing protected left-turn operation at recommended locations; enhancements to street lighting; application of high friction pavement surface; enhancements to signage and pavement markings; and upgrades to traffic control devices at intersections and crossings.
- **Congestion-Relief Project – Sawtelle Blvd, I-405 Ramps at Matteson Ave, Sepulveda Blvd:** In addition to the planned community outreach and consultation, staff will coordinate with Caltrans and the City of Los Angeles to achieve improvements that could relieve congestion at project locations. Planning, design, and construction is planned for FY 21-22 and FY 22-23.
- **Paid Parking Program Upgrade:** The Mobility and Traffic Engineering Division staff will complete implementation of the 558 smart parking meters and thirty pay stations previously approved by Council.



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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

Staff will assess the overall Paid Parking Program. This review will consider: the eliminated metered parking spaces resulting from expansion of outdoor dining and implementation of mobility lanes; the feasible number of and locations for additional paid parking deployment; the possibility of using the program funds to meet other parking needs of the community; and the deployment of mobile phone applications to facilitate parking payment.

- Real Time Information: Staff will research feasible applications for deployment in Culver City provide receive real-time information<sup>0</sup> about traffic incidents, construction activities, traffic congestion, etc. Staff will consider implementing pilot projects to minimize the fiscal impacts of initial deployment and monitoring.
- Transportation Demand Management (TDM) Program: Achieving TDM is essential for reducing Vehicle Miles Traveled (VMT) by development projects and reducing overall Greenhouse Gas (GHG) emissions. Internally, the City's departments of Community Development, Transportation, and Public Works will continue to collaborate on all TDM elements covering parking, cycling, walking, use of transit, land use intensification and connectivity, management of peak traffic, and other factors. The City will also continue to coordinate with Metro, SCAG, and neighboring cities on similar efforts, including consideration of congestion pricing.
- Multi-Modal Safety Education and Encouragement Program: Unsafe travel behaviors are the primary factors in traffic collisions, including fatal and severe injury collisions. Expansion of the multi-modal traffic safety education program is intended to ameliorate such behaviors as DUI, distracted driving, speeding, and right of way violations. The Program will also seek to increase cycling and walking by community members of all ages and physical abilities.
- MUTCD Requirements RE: Signage, Pavement Markings and Other Traffic Control Devices: The Mobility and Traffic Engineering Division staff will continue to work with the Maintenance Operations Division on the gradual enhancement of signage and pavement markings to meet current MUTCD requirements, including installation and retro-reflectivity requirements.

Division staffs will also establish a database for systematic tracking of inventory and upgrades to enhance efficiency and facilitate future work.

- Interactive Map and GIS Supporting Information: This project will be initiated to facilitate community input on traffic and parking operational conditions, safety conditions, and construction and other activities. The tool will also be utilized to inform the public of complete, ongoing, and planned infrastructure and development projects.

A new MT&E intern proficient with GIS will update the collisions heat maps, prepare exhibits included in grant applications, and develop transportation related maps/GIS layers. Such



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## FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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maps could include, for example, location and types of traffic calming devices throughout the City.

- Pilot Slow Streets Program: Following an evaluation of the Pilot Slow Streets Program, staff will continue to work with the cooperating neighborhoods to meet their travel and safety needs on a more permanent basis. The evaluation will benefit from the update of the NTMP and improvements recommended in the BPAP and LRSP.
- Outdoor Dining Program: In addition to the outdoor dining accommodations made during the pandemic, Public Works staff developed Guidelines for a permanent Parklet Program, typically established in parking zones without the need for lane closures. Staff will promote the Parklet Program and will work with restaurants and other businesses who are interested in its deployment.
- Implementation of Mobility Lanes: The Public Works staff will continue to work with the Transportation Department on implementation of Mobility Lanes along Culver Blvd and Washington Blvd, including changes in signage, pavement marking, delineations, and signal modifications.
- Public Works staff will proceed with the MAT grant-funded pedestrian improvements and protected bicycle facilities in the area surrounding the E-Line Station.
- Capital Improvement Projects (CIP) Support: The Mobility and Traffic Engineering Division staff will continue to support and coordinate with Public Works Engineering and Environmental Programs & Operations Divisions on CIP, including grant-funded projects such as Culver Blvd Realignment, Ballona Creek Bike Path Improvements, and Washington Blvd Stormwater and Urban Runoff projects.
- Implement public improvements in the Opportunity Corridor of Farragut Dr between Duquesne Ave and Overland Ave (approximately 0.7 miles) as outlined the Bicycle and Pedestrian Action Plan adopted by Council. As a designated "Bicycle Boulevard," improvements on Farragut Dr will include physical traffic calming devices and bikeway enhancements to signage and pavement markings.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160100 Public Works Admin</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
588,191	488,488	488,488	411100	Regular Salaries	489,221	733	0.2%
0	46,800	46,800	411200	Part-Time Salaries	46,800	0	0.0%
1,543	0	0	411310	Overtime-Regular	0	0	0.0%
13,616	10,920	10,920	431000	Deferred Compensation	10,920	0	0.0%
35,440	28,010	28,010	432000	Social Security	28,548	538	1.9%
42,464	36,098	36,098	433000	Retirement - Employer	32,280	-3,818	-10.6%
73,597	77,464	77,464	433050	Retirement-Unfunded Liability	87,583	10,119	13.1%
41,618	48,335	48,335	434000	Workers Compensation	54,325	5,990	12.4%
18,843	19,364	19,364	435000	Group Insurance	20,420	1,056	5.5%
2,537	2,111	2,111	435400	Retiree Health Savings	2,111	0	0.0%
13,769	14,804	14,804	435500	Retiree Insurance	12,870	-1,934	-13.1%
434	414	414	436000	State Disability Insurance	494	80	19.3%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
7,109	9,000	9,000	437500	Longevity Pay	9,000	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
<b>845,768</b>	<b>788,368</b>	<b>788,368</b>	<b>Total</b>	<b>Personnel Services</b>	<b>801,132</b>	<b>12,764</b>	<b>1.6%</b>
68	0	0	512100	Office Expense	0	0	0.0%
2,058	0	0	514100	Departmental Special Supplies	0	0	0.0%
642	0	0	516100	Training & Education	0	0	0.0%
1,255	0	0	516500	Conferences & Conventions	2,000	2,000	0.0%
810	2,880	2,880	516600	Special Events & Meetings	880	-2,000	-69.4%
5,320	615	615	516700	Memberships & Dues	615	0	0.0%
2,315	3,592	3,592	517850	Employee Recognition Events	3,592	0	0.0%
66,000	0	22,000	610400	Consulting Services	0	-22,000	-100.0%
0	0	315,000	612100	Engineering Services	0	-315,000	-100.0%
115,604	40,000	88,867	619800	Other Contractual Services	100,000	11,133	12.5%
26,533	15,548	15,548	650300	Liability Reserve Charge	18,613	3,065	19.7%
<b>220,605</b>	<b>62,635</b>	<b>448,502</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>125,700</b>	<b>-322,802</b>	<b>-72.0%</b>
<b>1,066,373</b>	<b>851,003</b>	<b>1,236,870</b>	<b>Division Total</b>		<b>926,832</b>	<b>-310,038</b>	<b>-25.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160150 Engineering</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
1,169,360	935,570	935,570	411100	Regular Salaries	1,030,068	94,498	10.1%
3,988	31,200	31,200	411200	Part-Time Salaries	31,200	0	0.0%
16,661	1,824	1,824	411310	Overtime-Regular	1,824	0	0.0%
23,849	19,952	19,952	431000	Deferred Compensation	21,759	1,807	9.1%
78,771	61,613	61,613	432000	Social Security	69,905	8,292	13.5%
88,185	68,843	68,843	433000	Retirement - Employer	68,214	-629	-0.9%
203,532	163,358	163,358	433050	Retirement-Unfunded Liability	183,319	19,961	12.2%
99,661	115,335	115,335	434000	Workers Compensation	100,728	-14,607	-12.7%
90,843	88,547	88,547	435000	Group Insurance	114,795	26,248	29.6%
6,375	5,046	5,046	435400	Retiree Health Savings	5,532	486	9.6%
74,849	77,915	77,915	435500	Retiree Insurance	73,970	-3,945	-5.1%
2,424	1,946	1,946	436000	State Disability Insurance	2,627	681	35.0%
1,019	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
20,760	20,400	20,400	437500	Longevity Pay	21,600	1,200	5.9%
4,463	4,160	4,160	438500	Cell Phone Allowance	6,370	2,210	53.1%
287	0	0	440000	Uniform Allowance	0	0	0.0%
<b>1,885,026</b>	<b>1,596,709</b>	<b>1,596,709</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,732,911</b>	<b>136,202</b>	<b>8.5%</b>
4,779	2,500	2,500	512100	Office Expense	2,500	0	0.0%
2,659	3,500	2,750	512200	Printing and Binding	2,500	-250	-9.1%
5,761	4,840	4,840	512400	Communications	4,840	0	0.0%
369	1,500	3,090	514100	Departmental Special Supplies	1,500	-1,590	-51.5%
2,932	0	0	516500	Conferences & Conventions	0	0	0.0%
3,290	1,500	2,250	516700	Memberships & Dues	2,500	250	11.1%
152	500	500	550110	Uniforms	500	0	0.0%
17,310	12,156	12,156	600800	Equip Maint Expenses	24,107	11,951	98.3%
14,588	0	0	605400	Amortization of Equipment	14,588	14,588	0.0%
0	0	8,669	612100	Engineering Services	0	-8,669	-100.0%
153,278	0	321,850	619800	Other Contractual Services	200,000	-121,850	-37.9%
63,539	37,100	37,100	650300	Liability Reserve Charge	34,511	-2,589	-7.0%
<b>268,657</b>	<b>63,596</b>	<b>395,705</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>287,546</b>	<b>-108,159</b>	<b>-27.3%</b>
0	0	1,273	732160	IT Equipment - Software	0	-1,273	-100.0%
<b>0</b>	<b>0</b>	<b>1,273</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-1,273</b>	<b>-100.0%</b>
<b>2,153,683</b>	<b>1,660,305</b>	<b>1,993,687</b>	<b>Division Total</b>		<b>2,020,457</b>	<b>26,770</b>	<b>1.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160170 Mobility &amp; Traffic Engineering</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
380,706	375,456	375,456	411100	Regular Salaries	558,919	183,463	48.9%
126,700	159,000	121,300	411200	Part-Time Salaries	51,363	-69,937	-57.7%
1,510	0	0	411310	Overtime-Regular	0	0	0.0%
8,224	8,320	8,320	431000	Deferred Compensation	13,260	4,940	59.4%
30,210	24,603	24,603	432000	Social Security	38,998	14,395	58.5%
32,305	33,001	33,001	433000	Retirement - Employer	43,343	10,342	31.3%
0	64,622	64,622	433050	Retirement-Unfunded Liability	74,786	10,164	15.7%
0	55,898	55,898	434000	Workers Compensation	55,557	-341	-0.6%
52,594	55,251	55,251	435000	Group Insurance	85,370	30,119	54.5%
1,928	1,950	1,950	435400	Retiree Health Savings	2,925	975	50.0%
423	377	377	436000	State Disability Insurance	652	275	72.9%
1,000	1,000	1,000	437000	Mgt Health Ben	1,500	500	50.0%
10,380	10,500	10,500	437500	Longevity Pay	10,500	0	0.0%
1,928	1,950	1,950	438500	Cell Phone Allowance	2,925	975	50.0%
<b>647,907</b>	<b>791,928</b>	<b>754,228</b>	<b>Total</b>	<b>Personnel Services</b>	<b>940,098</b>	<b>185,870</b>	<b>24.6%</b>
0	1,000	2,000	512100	Office Expense	1,000	-1,000	-50.0%
0	1,800	3,800	512200	Printing and Binding	1,800	-2,000	-52.6%
2,638	1,000	14,402	514100	Departmental Special Supplies	9,000	-5,402	-37.5%
100	1,000	1,900	516100	Training & Education	1,000	-900	-47.4%
448	0	1,210	516500	Conferences & Conventions	0	-1,210	-100.0%
0	400	900	516700	Memberships & Dues	400	-500	-55.6%
0	0	0	612100	Engineering Services	44,000	44,000	0.0%
0	48,400	183,400	619800	Other Contractual Services	140,000	-43,400	-23.7%
0	17,981	17,981	650300	Liability Reserve Charge	19,035	1,054	5.9%
<b>3,186</b>	<b>71,581</b>	<b>225,593</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>216,235</b>	<b>-9,358</b>	<b>-4.1%</b>
0	0	14,841	732160	IT Equipment - Software	0	-14,841	-100.0%
<b>0</b>	<b>0</b>	<b>14,841</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-14,841</b>	<b>-100.0%</b>
<b>651,093</b>	<b>863,509</b>	<b>994,662</b>	<b>Division Total</b>		<b>1,156,333</b>	<b>161,671</b>	<b>16.3%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160200 Maintenance Operations</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
280,893	276,060	276,060	411100	Regular Salaries	266,862	-9,198	-3.3%
4,192	4,160	4,160	431000	Deferred Compensation	0	-4,160	-100.0%
19,703	18,962	18,962	432000	Social Security	8,571	-10,391	-54.8%
21,568	20,463	20,463	433000	Retirement - Employer	8,359	-12,104	-59.2%
43,091	46,003	46,003	433050	Retirement-Unfunded Liability	23,894	-22,109	-48.1%
18,042	26,560	26,560	434000	Workers Compensation	27,738	1,178	4.4%
25,941	26,683	26,683	435000	Group Insurance	17,970	-8,713	-32.7%
1,310	1,300	1,300	435400	Retiree Health Savings	650	-650	-50.0%
37,519	37,152	37,152	435500	Retiree Insurance	41,610	4,458	12.0%
1,000	1,000	1,000	437000	Mgt Health Ben	500	-500	-50.0%
9,371	9,300	9,300	437500	Longevity Pay	7,200	-2,100	-22.6%
1,965	1,950	1,950	438500	Cell Phone Allowance	975	-975	-50.0%
<b>464,595</b>	<b>469,593</b>	<b>469,593</b>	<b>Total</b>	<b>Personnel Services</b>	<b>404,329</b>	<b>-65,264</b>	<b>-13.9%</b>
1,582	2,600	2,600	512100	Office Expense	2,600	0	0.0%
2,344	2,990	2,990	512400	Communications	2,990	0	0.0%
251	1,150	1,150	514100	Departmental Special Supplies	1,150	0	0.0%
948	0	0	516500	Conferences & Conventions	400	400	0.0%
0	400	400	516600	Special Events & Meetings	0	-400	-100.0%
304	500	500	516700	Memberships & Dues	500	0	0.0%
11,503	8,544	8,544	650300	Liability Reserve Charge	9,504	960	11.2%
<b>16,933</b>	<b>16,184</b>	<b>16,184</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>17,144</b>	<b>960</b>	<b>5.9%</b>
<b>481,528</b>	<b>485,777</b>	<b>485,777</b>	<b>Division Total</b>		<b>421,473</b>	<b>-64,304</b>	<b>-13.2%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160210 Streets</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
774,525	767,894	767,894	411100	Regular Salaries	780,823	12,929	1.7%
55,199	12,617	12,617	411310	Overtime-Regular	12,617	0	0.0%
14,815	15,366	15,366	431000	Deferred Compensation	16,926	1,560	10.2%
61,231	52,249	52,249	432000	Social Security	58,069	5,820	11.1%
54,715	57,128	57,128	433000	Retirement - Employer	52,996	-4,132	-7.2%
137,398	149,077	149,077	433050	Retirement-Unfunded Liability	151,487	2,410	1.6%
63,789	89,155	89,155	434000	Workers Compensation	78,133	-11,022	-12.4%
166,900	180,856	180,856	435000	Group Insurance	192,410	11,554	6.4%
6,828	7,052	7,052	435400	Retiree Health Savings	7,702	650	9.2%
99,956	101,122	101,122	435500	Retiree Insurance	119,120	17,998	17.8%
3,890	3,323	3,323	436000	State Disability Insurance	4,153	830	25.0%
24,831	28,200	28,200	437500	Longevity Pay	21,000	-7,200	-25.5%
1,218	1,300	1,300	438500	Cell Phone Allowance	650	-650	-50.0%
<b>1,465,295</b>	<b>1,465,339</b>	<b>1,465,339</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,496,086</b>	<b>30,747</b>	<b>2.1%</b>
23	200	200	512100	Office Expense	200	0	0.0%
242	290	290	512400	Communications	290	0	0.0%
162,918	135,000	135,000	513000	Utilities	135,000	0	0.0%
205,826	197,120	192,665	514100	Departmental Special Supplies	197,120	4,455	2.3%
514	3,000	18,000	514600	Small Tools & Equipment	3,000	-15,000	-83.3%
2,834	2,620	2,620	516100	Training & Education	2,620	0	0.0%
0	0	0	516700	Memberships & Dues	1,000	1,000	0.0%
5,668	9,800	10,350	550110	Uniforms	12,300	1,950	18.8%
110	0	0	600200	R&M - Equipment	0	0	0.0%
145,884	121,359	196,624	600800	Equip Maint Expenses	195,255	-1,369	-0.7%
0	0	6,374	605100	Rental of Equipment	0	-6,374	-100.0%
72,797	0	0	605400	Amortization of Equipment	72,797	72,797	0.0%
62	300	1,333	614100	Medical Services	300	-1,033	-77.5%
19,616	19,000	16,626	619800	Other Contractual Services	19,000	2,374	14.3%
40,669	28,679	28,679	650300	Liability Reserve Charge	26,770	-1,909	-6.7%
<b>657,162</b>	<b>517,368</b>	<b>608,761</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>665,652</b>	<b>56,891</b>	<b>9.3%</b>
0	4,116	4,116	730100	Improvements other than Bldg	616	-3,500	-85.0%
0	3,000	3,000	732120	Departmental Special Equipment	3,000	0	0.0%
<b>0</b>	<b>7,116</b>	<b>7,116</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>3,616</b>	<b>-3,500</b>	<b>-49.2%</b>
<b>2,122,457</b>	<b>1,989,823</b>	<b>2,081,216</b>	<b>Division Total</b>		<b>2,165,354</b>	<b>84,138</b>	<b>4.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160220 Tree Maintenance</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
144,236	143,101	143,101	411100	Regular Salaries	144,242	1,141	0.8%
10,279	1,346	1,346	411310	Overtime-Regular	1,346	0	0.0%
3,144	3,120	3,120	431000	Deferred Compensation	3,120	0	0.0%
11,579	10,159	10,159	432000	Social Security	10,385	226	2.2%
11,358	10,975	10,975	433000	Retirement - Employer	9,934	-1,041	-9.5%
22,974	24,673	24,673	433050	Retirement-Unfunded Liability	28,396	3,723	15.1%
10,061	14,404	14,404	434000	Workers Compensation	14,715	311	2.2%
41,287	42,498	42,498	435000	Group Insurance	44,950	2,452	5.8%
1,310	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
33,382	34,969	34,969	435500	Retiree Insurance	30,610	-4,359	-12.5%
735	644	644	436000	State Disability Insurance	772	128	19.9%
6,653	6,600	6,600	437500	Longevity Pay	9,000	2,400	36.4%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
<b>297,653</b>	<b>294,439</b>	<b>294,439</b>	<b>Total</b>	<b>Personnel Services</b>	<b>299,420</b>	<b>4,981</b>	<b>1.7%</b>
1,752	1,470	1,470	512400	Communications	1,470	0	0.0%
0	12,000	12,000	513000	Utilities	12,000	0	0.0%
21,726	62,250	62,250	514100	Departmental Special Supplies	62,250	0	0.0%
0	5,700	5,700	514600	Small Tools & Equipment	5,700	0	0.0%
147	2,000	2,000	516100	Training & Education	2,000	0	0.0%
0	0	0	516500	Conferences & Conventions	500	500	0.0%
84	500	500	516600	Special Events & Meetings	0	-500	-100.0%
460	1,200	1,200	516700	Memberships & Dues	1,200	0	0.0%
933	2,100	2,100	550110	Uniforms	2,100	0	0.0%
0	8,000	8,000	600200	R&M - Equipment	8,000	0	0.0%
19,278	15,887	15,887	600800	Equip Maint Expenses	9,242	-6,645	-41.8%
9,926	0	0	605400	Amortization of Equipment	9,926	9,926	0.0%
0	0	200	614100	Medical Services	0	-200	-100.0%
954,810	869,920	869,920	619800	Other Contractual Services	969,620	99,700	11.5%
6,414	4,633	4,633	650300	Liability Reserve Charge	5,042	409	8.8%
<b>1,015,531</b>	<b>985,660</b>	<b>985,860</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,089,050</b>	<b>103,190</b>	<b>10.5%</b>
0	3,000	3,000	732120	Departmental Special Equipment	3,000	0	0.0%
<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>3,000</b>	<b>0</b>	<b>0.0%</b>
<b>1,313,184</b>	<b>1,283,099</b>	<b>1,283,299</b>	<b>Division Total</b>		<b>1,391,470</b>	<b>108,171</b>	<b>8.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160230 Building Maintenance</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
881,174	827,591	827,591	411100	Regular Salaries	947,456	119,865	14.5%
117,797	27,499	27,499	411310	Overtime-Regular	27,499	0	0.0%
16,385	14,808	14,808	431000	Deferred Compensation	18,448	3,640	24.6%
72,098	53,959	53,959	432000	Social Security	64,164	10,205	18.9%
64,717	59,647	59,647	433000	Retirement - Employer	63,096	3,449	5.8%
118,944	144,263	144,263	433050	Retirement-Unfunded Liability	166,151	21,888	15.2%
64,591	79,036	79,036	434000	Workers Compensation	82,877	3,841	4.9%
186,964	182,747	182,747	435000	Group Insurance	203,475	20,728	11.3%
6,827	6,170	6,170	435400	Retiree Health Savings	6,820	650	10.5%
69,646	72,355	72,355	435500	Retiree Insurance	73,230	875	1.2%
4,358	3,483	3,483	436000	State Disability Insurance	4,544	1,061	30.5%
0	0	0	437000	Mgt Health Ben	250	250	0.0%
17,235	17,100	17,100	437500	Longevity Pay	17,100	0	0.0%
1,310	1,300	1,300	438500	Cell Phone Allowance	1,788	488	37.5%
<b>1,622,045</b>	<b>1,489,958</b>	<b>1,489,958</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,676,898</b>	<b>186,940</b>	<b>12.5%</b>
3,907	3,560	3,560	512400	Communications	3,560	0	0.0%
125,870	110,000	110,000	513000	Utilities	110,000	0	0.0%
48,987	53,600	53,600	514100	Departmental Special Supplies	53,600	0	0.0%
1,183	2,885	2,885	514600	Small Tools & Equipment	2,885	0	0.0%
0	1,800	1,800	516100	Training & Education	2,100	300	16.7%
0	300	300	516600	Special Events & Meetings	0	-300	-100.0%
131	300	300	516700	Memberships & Dues	300	0	0.0%
0	19,484	19,484	517500	Contributions to Agencies	19,484	0	0.0%
0	525	525	518300	Auto Mileage Reimbursement	525	0	0.0%
5,653	5,500	7,500	550110	Uniforms	7,500	0	0.0%
117,891	126,295	101,019	600100	R&M - Building	126,295	25,276	25.0%
41,243	48,000	46,895	600200	R&M - Equipment	48,000	1,105	2.4%
58,074	43,586	43,586	600800	Equip Maint Expenses	48,560	4,974	11.4%
17,615	0	0	605400	Amortization of Equipment	17,615	17,615	0.0%
62	100	2,037	614100	Medical Services	100	-1,937	-95.1%
596,852	607,551	897,896	619800	Other Contractual Services	684,816	-213,080	-23.7%
41,180	25,424	25,424	650300	Liability Reserve Charge	28,395	2,971	11.7%
<b>1,058,646</b>	<b>1,048,910</b>	<b>1,316,811</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>1,153,735</b>	<b>-163,076</b>	<b>-12.4%</b>
2,350	10,000	10,000	732120	Departmental Special Equipment	10,000	0	0.0%
<b>2,350</b>	<b>10,000</b>	<b>10,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
<b>2,683,041</b>	<b>2,548,868</b>	<b>2,816,769</b>	<b>Division Total</b>		<b>2,840,633</b>	<b>23,864</b>	<b>0.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160240 Electrical Maintenance</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
486,364	546,112	546,112	411100	Regular Salaries	576,994	30,882	5.7%
46,170	31,200	31,200	411200	Part-Time Salaries	31,200	0	0.0%
77,824	35,404	35,404	411310	Overtime-Regular	35,404	0	0.0%
8,122	7,032	7,032	431000	Deferred Compensation	10,672	3,640	51.8%
40,251	39,046	39,046	432000	Social Security	38,129	-917	-2.3%
36,840	39,923	39,923	433000	Retirement - Employer	38,432	-1,491	-3.7%
104,674	117,411	117,411	433050	Retirement-Unfunded Liability	92,534	-24,877	-21.2%
43,999	78,162	78,162	434000	Workers Compensation	55,181	-22,981	-29.4%
72,827	100,116	100,116	435000	Group Insurance	87,845	-12,271	-12.3%
3,409	4,230	4,230	435400	Retiree Health Savings	3,580	-650	-15.4%
43,694	50,501	50,501	435500	Retiree Insurance	46,170	-4,331	-8.6%
2,367	2,333	2,333	436000	State Disability Insurance	2,549	216	9.3%
0	0	0	437000	Mgt Health Ben	250	250	0.0%
7,560	7,500	7,500	437500	Longevity Pay	7,500	0	0.0%
655	650	650	438500	Cell Phone Allowance	1,137	487	74.9%
<b>974,755</b>	<b>1,059,620</b>	<b>1,059,620</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,027,577</b>	<b>-32,043</b>	<b>-3.0%</b>
3,179	2,570	2,570	512400	Communications	2,570	0	0.0%
3,985	4,600	4,600	514100	Departmental Special Supplies	4,600	0	0.0%
0	640	640	514600	Small Tools & Equipment	640	0	0.0%
6,813	2,000	2,000	516100	Training & Education	2,000	0	0.0%
306	400	400	516600	Special Events & Meetings	400	0	0.0%
0	400	400	516700	Memberships & Dues	400	0	0.0%
3,897	5,000	5,000	550110	Uniforms	5,000	0	0.0%
480	2,100	2,100	600100	R&M - Building	2,100	0	0.0%
64,530	81,800	95,112	600200	R&M - Equipment	91,800	-3,312	-3.5%
91,349	61,259	61,259	600800	Equip Maint Expenses	85,656	24,397	39.8%
1,776	0	0	605100	Rental of Equipment	0	0	0.0%
99,844	0	0	605400	Amortization of Equipment	99,844	99,844	0.0%
0	250	432	614100	Medical Services	250	-182	-42.1%
139,921	208,000	284,913	619800	Other Contractual Services	208,000	-76,913	-27.0%
28,051	25,143	25,143	650300	Liability Reserve Charge	18,906	-6,237	-24.8%
<b>444,131</b>	<b>394,162</b>	<b>484,569</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>522,166</b>	<b>37,597</b>	<b>7.8%</b>
0	50,000	50,000	732120	Departmental Special Equipment	50,000	0	0.0%
<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>50,000</b>	<b>0</b>	<b>0.0%</b>
<b>1,418,886</b>	<b>1,503,782</b>	<b>1,594,189</b>	<b>Division Total</b>		<b>1,599,743</b>	<b>5,554</b>	<b>0.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160250 Graffiti Abatement</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
142,630	133,830	133,830	411100	Regular Salaries	133,656	-174	-0.1%
4,874	2,040	2,040	411310	Overtime-Regular	2,040	0	0.0%
3,354	3,120	3,120	431000	Deferred Compensation	3,120	0	0.0%
11,552	10,211	10,211	432000	Social Security	10,259	48	0.5%
11,184	10,233	10,233	433000	Retirement - Employer	9,108	-1,125	-11.0%
29,980	30,972	30,972	433050	Retirement-Unfunded Liability	26,035	-4,937	-15.9%
10,952	16,066	16,066	434000	Workers Compensation	14,760	-1,306	-8.1%
32,993	30,933	30,933	435000	Group Insurance	32,685	1,752	5.7%
1,398	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
7,612	7,864	7,864	435500	Retiree Insurance	7,990	126	1.6%
685	599	599	436000	State Disability Insurance	711	112	18.7%
2,561	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
<b>260,430</b>	<b>249,918</b>	<b>249,918</b>	<b>Total</b>	<b>Personnel Services</b>	<b>244,414</b>	<b>-5,504</b>	<b>-2.2%</b>
0	670	670	512100	Office Expense	670	0	0.0%
884	330	330	512400	Communications	330	0	0.0%
29,176	34,000	34,000	514100	Departmental Special Supplies	34,000	0	0.0%
0	0	0	516100	Training & Education	1,500	1,500	0.0%
1,390	2,430	2,430	550110	Uniforms	2,430	0	0.0%
365	840	840	600100	R&M - Building	840	0	0.0%
2,169	3,300	3,300	600200	R&M - Equipment	3,300	0	0.0%
10,585	7,075	7,075	600800	Equip Maint Expenses	8,982	1,907	27.0%
94	0	0	605400	Amortization of Equipment	94	94	0.0%
0	3,000	3,000	619800	Other Contractual Services	3,000	0	0.0%
6,983	5,168	5,168	650300	Liability Reserve Charge	5,057	-111	-2.1%
<b>51,646</b>	<b>56,813</b>	<b>56,813</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>60,203</b>	<b>3,390</b>	<b>6.0%</b>
<b>312,076</b>	<b>306,731</b>	<b>306,731</b>	<b>Division Total</b>		<b>304,617</b>	<b>-2,114</b>	<b>-0.7%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160260 Parking Meters</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
149,813	150,392	150,392	411100	Regular Salaries	150,877	485	0.3%
1,930	0	0	411310	Overtime-Regular	0	0	0.0%
3,144	3,120	3,120	431000	Deferred Compensation	3,120	0	0.0%
11,291	10,495	10,495	432000	Social Security	10,459	-36	-0.3%
11,604	11,406	11,406	433000	Retirement - Employer	10,158	-1,248	-10.9%
22,433	25,645	25,645	433050	Retirement-Unfunded Liability	29,036	3,391	13.2%
2,772	4,858	4,858	434000	Workers Compensation	5,080	222	4.6%
37,163	38,250	38,250	435000	Group Insurance	40,445	2,195	5.7%
1,310	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
19,150	19,719	19,719	435500	Retiree Insurance	20,770	1,051	5.3%
724	672	672	436000	State Disability Insurance	794	122	18.2%
7,179	9,000	9,000	437500	Longevity Pay	9,000	0	0.0%
885	1,300	1,300	438500	Cell Phone Allowance	1,300	0	0.0%
<b>269,397</b>	<b>276,157</b>	<b>276,157</b>	<b>Total</b>	<b>Personnel Services</b>	<b>282,339</b>	<b>6,182</b>	<b>2.2%</b>
40,617	48,695	48,695	514100	Departmental Special Supplies	73,695	25,000	51.3%
0	1,300	1,300	514600	Small Tools & Equipment	1,300	0	0.0%
0	500	500	516100	Training & Education	500	0	0.0%
270	400	400	516700	Memberships & Dues	400	0	0.0%
494	1,900	1,900	550110	Uniforms	1,900	0	0.0%
782	3,000	3,000	600200	R&M - Equipment	3,000	0	0.0%
10,545	10,439	10,439	600800	Equip Maint Expenses	10,689	250	2.4%
2,259	0	0	605400	Amortization of Equipment	2,259	2,259	0.0%
246,464	266,680	287,530	619800	Other Contractual Services	266,680	-20,850	-7.3%
1,768	1,563	1,563	650300	Liability Reserve Charge	1,741	178	11.4%
<b>303,199</b>	<b>334,477</b>	<b>355,327</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>362,164</b>	<b>6,837</b>	<b>1.9%</b>
<b>572,596</b>	<b>610,634</b>	<b>631,484</b>	<b>Division Total</b>		<b>644,503</b>	<b>13,019</b>	<b>2.1%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>101 GENERAL FUND</b>		<b>10160460 Environmental Programs/Ops</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
192,890	67,206	67,206	411100	Regular Salaries	62,628	-4,578	-6.8%
3,811	1,872	1,872	431000	Deferred Compensation	1,872	0	0.0%
12,192	3,906	3,906	432000	Social Security	4,090	184	4.7%
14,242	3,975	3,975	433000	Retirement - Employer	3,680	-295	-7.4%
26,771	28,292	28,292	433050	Retirement-Unfunded Liability	32,532	4,240	15.0%
6,850	7,978	7,978	434000	Workers Compensation	8,376	398	5.0%
20,643	0	0	435000	Group Insurance	0	0	0.0%
1,005	292	292	435400	Retiree Health Savings	292	0	0.0%
490	0	0	436000	State Disability Insurance	0	0	0.0%
2,117	0	0	437500	Longevity Pay	0	0	0.0%
<b>281,011</b>	<b>113,521</b>	<b>113,521</b>	<b>Total</b>	<b>Personnel Services</b>	<b>113,470</b>	<b>-51</b>	<b>0.0%</b>
0	400	400	512100	Office Expense	400	0	0.0%
2,710	0	0	516500	Conferences & Conventions	0	0	0.0%
0	200,000	280,000	619800	Other Contractual Services	509,140	229,140	81.8%
4,367	2,566	2,566	650300	Liability Reserve Charge	2,870	304	11.8%
<b>7,077</b>	<b>202,966</b>	<b>282,966</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>512,410</b>	<b>229,444</b>	<b>81.1%</b>
<b>288,088</b>	<b>316,487</b>	<b>396,487</b>	<b>Division Total</b>		<b>625,880</b>	<b>229,393</b>	<b>57.9%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			20202 REFUSE DISPOSAL FUND		20260400 Refuse Collection - Admin		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
2,693,012	2,961,983	2,961,983	411100	Regular Salaries	3,143,876	181,893	6.1%
69,400	13,978	13,978	411200	Part-Time Salaries	13,978	0	0.0%
208,231	120,768	120,768	411310	Overtime-Regular	120,768	0	0.0%
75,615	0	0	411700	Contract Labor	0	0	0.0%
59,510	64,469	64,469	431000	Deferred Compensation	73,309	8,840	13.7%
218,041	205,988	205,988	432000	Social Security	237,464	31,476	15.3%
1,560,140	214,515	214,515	433000	Retirement - Employer	212,780	-1,735	-0.8%
434,654	495,060	495,060	433050	Retirement-Unfunded Liability	574,745	79,685	16.1%
214,742	327,744	327,744	434000	Workers Compensation	360,793	33,049	10.1%
532,609	581,089	581,089	435000	Group Insurance	676,880	95,791	16.5%
24,234	26,646	26,646	435400	Retiree Health Savings	28,271	1,625	6.1%
230,814	235,898	235,898	435500	Retiree Insurance	257,830	21,932	9.3%
(205,169)	0	0	435650	OPEB Liability Charge	0	0	0.0%
10,618	10,008	10,008	436000	State Disability Insurance	12,977	2,969	29.7%
1,500	1,500	1,500	437000	Mgt Health Ben	2,000	500	33.3%
62,809	62,586	62,586	437500	Longevity Pay	60,300	-2,286	-3.7%
2,948	2,925	2,925	438500	Cell Phone Allowance	3,900	975	33.3%
0	500	500	440000	Uniform Allowance	0	-500	-100.0%
<b>6,193,707</b>	<b>5,325,657</b>	<b>5,325,657</b>	<b>Total</b>	<b>Personnel Services</b>	<b>5,779,871</b>	<b>454,214</b>	<b>8.5%</b>
4,246	3,000	3,000	512100	Office Expense	3,000	0	0.0%
3	1,000	1,000	512200	Printing and Binding	1,000	0	0.0%
8,162	7,170	7,170	512400	Communications	7,170	0	0.0%
37,590	40,000	43,000	514100	Departmental Special Supplies	30,000	-13,000	-30.2%
6,034	0	0	514120	Disaster Supplies	0	0	0.0%
45,635	102,000	107,375	516100	Training & Education	65,000	-42,375	-39.5%
3,117	2,750	2,750	516500	Conferences & Conventions	800	-1,950	-70.9%
0	500	500	516600	Special Events & Meetings	500	0	0.0%
1,230	500	500	516700	Memberships & Dues	500	0	0.0%
13,806	30,000	28,075	517300	Advertising and Public Relatio	20,000	-8,075	-28.8%
98,720	63,580	63,580	517500	Contributions to Agencies	63,580	0	0.0%
7,586	25,000	25,000	550110	Uniforms	25,000	0	0.0%
1,484	10,000	16,961	600100	R&M - Building	6,000	-10,961	-64.6%
14,522	20,000	20,000	600200	R&M - Equipment	5,000	-15,000	-75.0%
1,466,140	1,306,287	1,306,287	600800	Equip Maint Expenses	1,403,372	97,085	7.4%
838,192	820,324	820,324	605400	Amortization of Equipment	820,324	0	0.0%
37,337	50,000	62,446	610400	Consulting Services	100,446	38,000	60.9%
246	1,000	1,577	614100	Medical Services	1,577	0	0.0%
412,483	257,120	257,818	619800	Other Contractual Services	232,000	-25,818	-10.0%
0	36,595	36,595	650200	Insurance Premiums - Other	36,595	0	0.0%
136,908	105,427	105,427	650300	Liability Reserve Charge	123,615	18,188	17.3%
1,969,421	1,969,421	2,028,230	670100	Administrative Charges	2,158,851	130,621	6.4%
<b>5,102,862</b>	<b>4,851,674</b>	<b>4,937,615</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>5,104,330</b>	<b>166,715</b>	<b>3.4%</b>
164,312	0	165,000	732100	Auto-Rolling Stock & Equipment	0	-165,000	-100.0%
287,687	300,000	306,395	732120	Departmental Special Equipment	461,000	154,605	50.5%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			202		20260400		
			REFUSE DISPOSAL FUND		Refuse Collection - Admin		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	13,525	13,525	732150	IT Equipment - Hardware	0	-13,525	-100.0%
0	0	12,275	732160	IT Equipment - Software	0	-12,275	-100.0%
<b>452,000</b>	<b>313,525</b>	<b>497,195</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>461,000</b>	<b>-36,195</b>	<b>-7.3%</b>
<b>11,748,569</b>	<b>10,490,856</b>	<b>10,760,467</b>	<b>Division Total</b>		<b>11,345,201</b>	<b>584,734</b>	<b>5.4%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			202		20260410		
			REFUSE DISPOSAL FUND		Transfer Station - Admin		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
515,591	512,818	512,818	411100	Regular Salaries	489,857	-22,961	-4.5%
35,198	36,720	36,720	411310	Overtime-Regular	36,720	0	0.0%
7,800	6,251	6,251	431000	Deferred Compensation	9,371	3,120	49.9%
42,088	33,026	33,026	432000	Social Security	34,886	1,860	5.6%
37,766	35,084	35,084	433000	Retirement - Employer	31,684	-3,400	-9.7%
94,176	88,211	88,211	433050	Retirement-Unfunded Liability	90,568	2,357	2.7%
38,022	70,202	70,202	434000	Workers Compensation	57,665	-12,537	-17.9%
109,655	100,114	100,114	435000	Group Insurance	131,545	31,431	31.4%
4,710	4,555	4,555	435400	Retiree Health Savings	4,555	0	0.0%
4,284	4,470	4,470	435500	Retiree Insurance	4,440	-30	-0.7%
(20,748)	0	0	435650	OPEB Liability Charge	0	0	0.0%
2,610	2,045	2,045	436000	State Disability Insurance	2,489	444	21.7%
16,685	19,500	19,500	437500	Longevity Pay	13,800	-5,700	-29.2%
1,310	1,300	1,300	438500	Cell Phone Allowance	1,300	0	0.0%
<b>889,148</b>	<b>914,296</b>	<b>914,296</b>	<b>Total</b>	<b>Personnel Services</b>	<b>908,880</b>	<b>-5,416</b>	<b>-0.6%</b>
36	0	0	512100	Office Expense	0	0	0.0%
12,990	17,500	17,500	513000	Utilities	17,500	0	0.0%
1,950	7,000	14,005	514100	Departmental Special Supplies	7,600	-6,405	-45.7%
221	500	500	516500	Conferences & Conventions	500	0	0.0%
0	200	200	516700	Memberships & Dues	200	0	0.0%
20,618	7,500	7,500	550110	Uniforms	7,500	0	0.0%
72,672	50,000	58,197	600100	R&M - Building	64,997	6,800	11.7%
27,120	35,000	41,541	600200	R&M - Equipment	15,000	-26,541	-63.9%
152,596	135,161	135,161	600800	Equip Maint Expenses	196,532	61,371	45.4%
307,495	320,185	328,093	605200	Rental of Land	328,093	0	0.0%
80,843	54,913	54,913	605400	Amortization of Equipment	54,913	0	0.0%
4,043,469	4,000,000	4,015,884	615100	Refuse Disp Services - Trash	4,803,000	787,116	19.6%
128,742	100,000	124,946	619800	Other Contractual Services	124,946	0	0.0%
24,241	22,582	22,582	650300	Liability Reserve Charge	19,757	-2,825	-12.5%
255,838	514,980	514,980	665100	Depreciation	514,980	0	0.0%
(37,632)	0	0	699800	Other Contractual Service-Cont	0	0	0.0%
<b>5,091,197</b>	<b>5,265,521</b>	<b>5,336,002</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>6,155,518</b>	<b>819,516</b>	<b>15.4%</b>
0	110,000	106,300	732120	Departmental Special Equipment	25,000	-81,300	-76.5%
<b>0</b>	<b>110,000</b>	<b>106,300</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>25,000</b>	<b>-81,300</b>	<b>-76.5%</b>
<b>5,980,345</b>	<b>6,289,817</b>	<b>6,356,598</b>	<b>Division Total</b>		<b>7,089,398</b>	<b>732,800</b>	<b>11.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			202		20260470		
			REFUSE DISPOSAL FUND		Food Rescue Grant		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
2,498	0	0	514600	Small Tools & Equipment	0	0	0.0%
<b>2,498</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
0	0	216,052	732100	Auto-Rolling Stock & Equipment	0	-216,052	-100.0%
<b>0</b>	<b>0</b>	<b>216,052</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-216,052</b>	<b>-100.0%</b>
<b>2,498</b>	<b>0</b>	<b>216,052</b>	<b>Division Total</b>		<b>0</b>	<b>-216,052</b>	<b>-100.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>204 SEWER ENTERPRISE FUND</b>		<b>20460300 Wastewater Maintenance</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
663,348	1,024,918	1,024,918	411100	Regular Salaries	977,180	-47,738	-4.7%
22,798	15,912	15,912	411310	Overtime-Regular	15,912	0	0.0%
10,929	20,010	20,010	431000	Deferred Compensation	17,943	-2,067	-10.3%
48,521	66,080	66,080	432000	Social Security	63,786	-2,294	-3.5%
(310,893)	72,311	72,311	433000	Retirement - Employer	54,592	-17,719	-24.5%
136,585	152,951	152,951	433050	Retirement-Unfunded Liability	134,036	-18,915	-12.4%
110,037	175,072	175,072	434000	Workers Compensation	164,620	-10,452	-6.0%
93,951	126,797	126,797	435000	Group Insurance	141,755	14,958	11.8%
4,569	6,623	6,623	435400	Retiree Health Savings	6,462	-161	-2.4%
29,530	31,844	31,844	435500	Retiree Insurance	38,060	6,216	19.5%
(21,685)	0	0	435650	OPEB Liability Charge	0	0	0.0%
2,092	2,420	2,420	436000	State Disability Insurance	3,180	760	31.4%
500	500	500	437000	Mgt Health Ben	0	-500	-100.0%
24,082	28,800	28,800	437500	Longevity Pay	19,500	-9,300	-32.3%
581	975	975	438500	Cell Phone Allowance	0	-975	-100.0%
(79,980)	0	0	499500	Contra-Salaries	0	0	0.0%
<b>734,967</b>	<b>1,725,213</b>	<b>1,725,213</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,637,026</b>	<b>-88,187</b>	<b>-5.1%</b>
516	1,000	1,000	512100	Office Expense	1,000	0	0.0%
0	2,000	2,000	512200	Printing and Binding	2,000	0	0.0%
0	10,000	10,000	512300	Postage	10,000	0	0.0%
7,182	6,170	6,170	512400	Communications	6,170	0	0.0%
49,518	55,000	55,000	513000	Utilities	55,000	0	0.0%
79,596	100,000	100,000	514100	Departmental Special Supplies	100,000	0	0.0%
2,862	0	0	514120	Disaster Supplies	0	0	0.0%
2,633	35,000	35,000	514600	Small Tools & Equipment	35,000	0	0.0%
2,789	10,000	10,000	516100	Training & Education	10,000	0	0.0%
1,156	5,000	5,000	516500	Conferences & Conventions	8,500	3,500	70.0%
0	3,500	3,500	516600	Special Events & Meetings	0	-3,500	-100.0%
1,466	2,000	2,000	516700	Memberships & Dues	2,000	0	0.0%
3,512,444	3,600,000	3,605,396	517500	Contributions to Agencies	3,600,000	-5,396	-0.1%
3,018	4,000	4,000	550110	Uniforms	4,000	0	0.0%
3,573	0	0	600100	R&M - Building	0	0	0.0%
38,296	100,000	100,000	600200	R&M - Equipment	100,000	0	0.0%
115,440	70,312	70,312	600800	Equip Maint Expenses	153,812	83,500	118.8%
360,000	360,000	360,000	605200	Rental of Land	360,000	0	0.0%
87,665	87,629	87,629	605400	Amortization of Equipment	87,629	0	0.0%
0	400	400	614100	Medical Services	400	0	0.0%
564,976	738,440	801,429	619800	Other Contractual Services	738,440	-62,989	-7.9%
0	7,680	7,680	650200	Insurance Premiums - Other	7,680	0	0.0%
74,967	56,316	56,316	650300	Liability Reserve Charge	56,402	86	0.2%
1,604,946	1,622,730	1,622,730	665100	Depreciation	1,622,730	0	0.0%
872,638	872,638	809,515	670100	Administrative Charges	769,956	-39,559	-4.9%
<b>7,385,680</b>	<b>7,749,815</b>	<b>7,755,076</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>7,730,719</b>	<b>-24,357</b>	<b>-0.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>204</b>		<b>20460300</b>		
			<b>SEWER ENTERPRISE FUND</b>		<b>Wastewater Maintenance</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
0	66,000	66,000	732120	Departmental Special Equipment	66,000	0	0.0%
<b>0</b>	<b>66,000</b>	<b>66,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>66,000</b>	<b>0</b>	<b>0.0%</b>
<b>8,120,647</b>	<b>9,541,028</b>	<b>9,546,289</b>	<b>Division Total</b>		<b>9,433,745</b>	<b>-112,544</b>	<b>-1.2%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>204</b>		<b>20460310</b>		
			<b>SEWER ENTERPRISE FUND</b>		<b>Hyperion Plant Debt Service</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
0	425,000	425,000	810100	Bond Principal Payments	425,000	0	0.0%
815,418	856,175	856,175	820100	Bond Interest Payments	856,175	0	0.0%
195,553	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
(79,898)	0	0	820325	Bond Original Issuance Premium	0	0	0.0%
<b>931,072</b>	<b>1,281,175</b>	<b>1,281,175</b>	<b>Total</b>	<b>Debt Services</b>	<b>1,281,175</b>	<b>0</b>	<b>0.0%</b>
<b>931,072</b>	<b>1,281,175</b>	<b>1,281,175</b>	<b>Division Total</b>		<b>1,281,175</b>	<b>0</b>	<b>0.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>412</b>		<b>41260150</b>		
			<b>BUILDING SURCHARGE FUND</b>		<b>Engineering</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
24,285	23,992	23,992	411200	Part-Time Salaries	840	-23,152	-96.5%
1,714	0	0	432000	Social Security	0	0	0.0%
1,916	840	840	433000	Retirement - Employer	0	-840	-100.0%
13,432	0	0	434000	Workers Compensation	0	0	0.0%
<b>41,347</b>	<b>24,832</b>	<b>24,832</b>	<b>Total</b>	<b>Personnel Services</b>	<b>840</b>	<b>-23,992</b>	<b>-96.6%</b>
0	10,000	10,000	600200	R&M - Equipment	10,000	0	0.0%
8,563	0	0	650300	Liability Reserve Charge	0	0	0.0%
<b>8,563</b>	<b>10,000</b>	<b>10,000</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
<b>49,910</b>	<b>34,832</b>	<b>34,832</b>	<b>Division Total</b>		<b>10,840</b>	<b>-23,992</b>	<b>-68.9%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>414</b>		<b>41460902</b>			
			<b>OPERATING GRANTS FUND</b>		<b>Bikeways (TDA Article 3)</b>			
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>	
28,808	26,000	26,000	619800	Other Contractual Services	26,000	0	0.0%	
<b>28,808</b>	<b>26,000</b>	<b>26,000</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>26,000</b>	<b>0</b>	<b>0.0%</b>	
<b>28,808</b>	<b>26,000</b>	<b>26,000</b>	<b>Division Total</b>		<b>26,000</b>	<b>0</b>	<b>0.0%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

<b>PUBLIC WORKS</b>			<b>414</b>		<b>41460903</b>		
			<b>OPERATING GRANTS FUND</b>		<b>Building Maintenance</b>		
<b>Expend Actual 2019-20</b>	<b>Adopted Budget 2020-21</b>	<b>Adjusted Budget 2020-21</b>	<b>Expense Object</b>	<b>Expense Object Description</b>	<b>City Mgr Recom 2021-22</b>	<b>Change from Prior Yr Adjusted</b>	<b>% Change</b>
0	80,000	80,000	600100	R&M - Building	80,000	0	0.0%
(40)	0	27,389	619800	Other Contractual Services	0	-27,389	-100.0%
<b>(40)</b>	<b>80,000</b>	<b>107,389</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>80,000</b>	<b>-27,389</b>	<b>-25.5%</b>
<b>(40)</b>	<b>80,000</b>	<b>107,389</b>	<b>Division Total</b>		<b>80,000</b>	<b>-27,389</b>	<b>-25.5%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			414	41460904				
			OPERATING GRANTS FUND	Used Oil Block Grant				
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	2,589	514100	Departmental Special Supplies	0	-2,589	-100.0%	
0	0	2,589	517300	Advertising and Public Relatio	0	-2,589	-100.0%	
0	0	10,000	619800	Other Contractual Services	0	-10,000	-100.0%	
0	0	15,178	Total	Maint & Operations	0	-15,178	-100.0%	
0	0	15,178	Division Total		0	-15,178	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			414		41460905		
			OPERATING GRANTS FUND		Recycling		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
26,283	0	0	732120	Departmental Special Equipment	0	0	0.0%
26,283	0	0	Total	Capital Outlay	0	0	0.0%
26,283	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS			414	41460906				
			OPERATING GRANTS FUND	HouseholdHazardous-CalCycleHHW				
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
5,879	0	44,122	619800	Other Contractual Services	0	-44,122	-100.0%	
5,879	0	44,122	Total	Maint & Operations	0	-44,122	-100.0%	
5,879	0	44,122	Division Total		0	-44,122	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS				414		41460911			
				OPERATING GRANTS FUND		CicLAvia - Open Streets 2016			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	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 2021-22**

PUBLIC WORKS				414		41460912			
				OPERATING GRANTS FUND		CicLAvia - Open Streets 2018			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
119,103	0	0	619800	Other Contractual Services		0	0	0.0%	
119,103	0	0	Total	Maint & Operations		0	0	0.0%	
119,103	0	0	Division Total			0	0	0.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

PUBLIC WORKS				414		41460913			
				OPERATING GRANTS FUND		Ped/Bicycle Sfty Prog			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	13,008	514100	Departmental Special Supplies		0	-13,008	-100.0%	
0	0	13,008	Total	Maint & Operations		0	-13,008	-100.0%	
0	0	13,008	Division Total			0	-13,008	-100.0%	





# 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. We do this by focusing on our **Mobility Vision**:

Rethinking Mobility ● Connecting Community ● Enhancing Quality of Life

Administrative responsibilities include mobility planning services; securing adequate local, state and federal revenues for all our mobility services; preparing the annual budget; recording and reporting on Key Performance Indicators; 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 fixed regional routes, serving nearly 5 million riders annually with a service area encompassing 25.5 square miles, which includes the Westside communities of Venice, Westchester, Westwood, West Los Angeles, Palms, Playa Vista, Marina Del Rey, Rancho Park, Mar Vista, Century City, and Culver City. We connect people and move them to, through, and from Culver City, servicing major employment, health, commercial, educational, and recreational centers.

CityRide provides local transportation services that include Demand Response services (previously known as Dial-A-Ride), our new Downtown Circulator, and proposed Microtransit. This brand also includes the establishment and monitoring of programs to shape employee travel options using alternative mobility choices through our own Culver City RideShare and our future implementation of a Citywide Transit Demand Management program.

CityShare establishes and monitors our alternative shared micromobility services that include our Scooter Share and future Bike Share programs.

CityFleet is responsible for the maintenance and replacement of all City vehicles and ancillary equipment that supports the operation of those vehicles.



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

EXPENDITURE SUMMARY		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>203 - TRANSPORTATION FUND</i>						
14500	Purchasing	254,090	242,670	234,711	-7,959	-3.3%
16100	Non-Departmental	300,000	300,000	300,000	0	0.0%
70100	Transportation Admin	8,185,129	4,093,740	2,717,848	-1,375,892	-33.6%
70117	Tactical Transit Lanes Project	0	811,050	0	-811,050	-100.0%
70200	Transportation Operations	20,496,039	24,722,615	27,398,007	2,675,392	10.8%
70214	Preventative Maintenance (P)	3,609,986	3,500,000	0	-3,500,000	-100.0%
70300	Transportation Capital	4,535,061	3,088,798	0	-3,088,798	-100.0%
70303	Bus Tire Lease (P)	76,258	122,018	0	-122,018	-100.0%
70308	Bus Security Cameras (P)	28,525	49,675	0	-49,675	-100.0%
70309	Bus Stop Furnishings (P)	626,228	1,334,159	0	-1,334,159	-100.0%
70311	Bus Wash Replacement Project	38,000	0	0	0	0.0%
70313	Bus Stop Signage Project	13,277	0	0	0	0.0%
70314	Battery Electric Bus (BEB)	0	4,426,847	0	-4,426,847	-100.0%
70315	Bus Operator Barriers	0	332,048	0	-332,048	-100.0%
70316	Shop Vehicle Lifts	0	1,200,000	0	-1,200,000	-100.0%
70318	MAIOR Project	0	766,902	0	-766,902	-100.0%
70319	Facility Electrification Proj	0	617,311	0	-617,311	-100.0%
80000	Transportation Capital Projects	0	742,000	12,432,760	11,690,760	1575.6%
<b>Fund Total</b>		<b>38,162,593</b>	<b>46,349,834</b>	<b>43,083,326</b>	<b>-3,266,508</b>	<b>-7.0%</b>
<i>307 - EQUIPMENT REPLACEMENT FUND</i>						
70500	Equipment Replacement	641,031	1,215,225	49,500	-1,165,725	-95.9%
70500	Equipment Replacement	0	0	1,499,477	1,499,477	100.0%
<b>Fund Total</b>		<b>641,031</b>	<b>1,215,225</b>	<b>1,548,977</b>	<b>333,752</b>	<b>100.0%</b>
<i>308 - EQUIPMENT MAINTENANCE FUND</i>						
70400	Equipment Maintenance	9,413,522	8,256,884	8,467,906	211,022	2.6%
<b>Fund Total</b>		<b>9,413,522</b>	<b>8,256,884</b>	<b>8,467,906</b>	<b>211,022</b>	<b>2.6%</b>
<i>410 - AQMD FUND</i>						
70600	AQMD-Rideshare	0	35,000	35,000	0	0.0%
70620	AQMD - AB2766	3	50,000	50,000	0	0.0%
<b>Fund Total</b>		<b>3</b>	<b>85,000</b>	<b>85,000</b>	<b>0</b>	<b>100.0%</b>



# TRANSPORTATION

**RESP. MGR.: ROLANDO CRUZ**

EXPENDITURE SUMMARY		ACTUAL EXPEND 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMM 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>411 - PARATRANSIT FUND</i>						
70420	Para Transit Services	297,655	250,237	277,496	27,259	10.9%
<b>Fund Total</b>		<b>297,655</b>	<b>250,237</b>	<b>277,496</b>	<b>27,259</b>	<b>10.9%</b>
<i>414 - GRANTS OPERATING *</i>						
70420	Para Transit Services	0	170	0	-170	-100.0%
70600	Rideshare	17,932	609	0	-609	-100.0%
<b>Fund Total</b>		<b>17,932</b>	<b>779</b>	<b>0</b>	<b>-779</b>	<b>100.0%</b>
<b>Department Total</b>		<b>\$48,532,736</b>	<b>\$56,157,959</b>	<b>\$53,462,705</b>	<b>-\$2,695,254</b>	<b>-4.8%</b>

\* Reassigned to Fund 410 - AQMD in FY 2020/2021



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

REVENUE SUMMARY	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Measure R - OP	2,376,766	2,376,881	2,363,920	-12,961	-0.5%
Measure R-Local Return Transit	0	263,385	249,409	-13,976	-5.3%
Measure M-OP	2,458,354	2,351,684	2,355,557	3,873	0.2%
CNG Excise Tax Credit	48,794	0	29,887	29,887	100.0%
LCFS Credit	136,869	56,020	169,907	113,887	203.3%
FTA - 5307 (Sect 9)	2,710,425	11,789,396	23,301,060	11,511,664	97.6%
LAWA Settlement Funds	125,000	0	0	0	0.0%
STA Grant	1,126,006	1,020,445	501,143	-519,302	-50.9%
SB1 - STA (State Grant Funds)	423,267	771,498	374,188	-397,310	-51.5%
SB1-State of Good Repair Funds	384,053	216,523	206,082	-10,441	-4.8%
TDA Grant	5,749,508	7,216,272	5,844,459	-1,371,813	-19.0%
AQMD-AB2766Subvention	51,636	50,000	10,000	-40,000	-80.0%
AQMD - Discretionary	1,130	0	0	0	0.0%
AQMD-CNG Refuse Trucks	51,000	0	0	0	0.0%
CalCap&Trade LCTOP LowCarbonTr	0	216,443	0	-216,443	-100.0%
Prop A Incentive	111,080	58,867	74,429	15,562	26.4%
Prop A Disc	3,566,575	3,643,789	3,726,205	82,416	2.3%
Prop 1B - PTIMSEA	572,013	0	0	0	0.0%
Prop 1B Transit Security	0	37,550	9,025	-28,525	-76.0%
Metro Prop 1B Bridge Transit S	402,419	192,818	150,000	-42,818	-22.2%
Metro Prop 1B Bridge Funds	0	688,050	1,032,075	344,025	50.0%
Prop C Disc - Transit Svc Expa	252,811	258,625	252,119	-6,506	-2.5%
Prop C Disc - BSIP Overcrowdin	176,666	180,729	176,162	-4,567	-2.5%
Prop C Disc - Foothill Mitigat	217,384	209,069	191,533	-17,536	-8.4%
Prop C Disc - Security	404,087	397,990	395,950	-2,040	-0.5%
Prop C Disc - MOSIP	1,441,464	1,128,949	1,075,221	-53,728	-4.8%
EIR Transit Mitigation Fund	133,560	485,884	37,000	-448,884	-92.4%
MTA - Bus Signal Priority Proj	1,860,478	0	0	0	0.0%
MTA - Real Time Bus Arrival	1,613,104	0	0	0	0.0%
County Paratransit Reimburseme	411	500	495	-5	-1.0%
Grants - Other	853,219	0	0	0	0.0%
Farebox Revenues	1,279,398	1,500,000	950,000	-550,000	-36.7%
TAP Card Sales	459,246	400,727	200,000	-200,727	-50.1%
Purchase TAP Cards	138	0	0	0	0.0%
Special Services-Bus	3,219	0	0	0	0.0%
EZ Pass Revenue	95,409	120,000	120,000	0	0.0%
BruinGO Program	-13,333	208,000	300,000	92,000	44.2%
Access Services	43,696	55,000	85,000	30,000	54.5%
LIFE - METRO	0	3,500	3,000	-500	-14.3%
Dial-a-Ride	1,876	2,500	3,000	500	20.0%
Extended Areas	0	100	0	-100	-100.0%



2021/2022  
PROPOSED BUDGET

# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

	ACTUAL RECEIPTS 2019/2020	ADJUSTED BUDGET 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<b>REVENUE SUMMARY</b>					
Vehicle Amortization	2,115,555	980,297	2,050,357	1,070,060	109.2%
Equip Maint - Labor	5,208,669	5,368,588	4,850,517	-518,071	-9.7%
Equip Maint - Commere	285,873	0	293,655	293,655	100.0%
Equip Maint - Fuel	1,624,000	1,400,000	1,400,000	0	0.0%
Equip Maint - Parts	1,177,684	1,305,440	1,447,815	142,375	10.9%
Equip Maint - Misc.	379	0	1,568	1,568	100.0%
Advertising - Bus	275,129	250,000	186,719	-63,281	-25.3%
Interest Income	170,380	100,000	221,196	121,196	121.2%
Net Incr/Decr Fair Val Invest	3,608	0	0	0	0.0%
Rent/Concession - Other	65,361	65,361	65,361	0	0.0%
Miscellaneous Revenue	34,377	15,000	18,986	3,986	26.6%
Donations	2,092	2,000	1,791	-209	-10.5%
Sale of Property	278,464	0	0	0	0.0%
Trsf In From - Fund 415	807,503	846,755	801,822	-44,933	-5.3%
Trsf In From - Fund 424	237,867	285,000	232,781	-52,219	-18.3%
Fund Balance	7,128,066	9,638,324	-2,296,689	-11,935,013	-123.8%
<b>Department Total</b>	<b>\$48,532,736</b>	<b>\$56,157,959</b>	<b>\$53,462,705</b>	<b>-\$2,695,254</b>	<b>-4.8%</b>



# TRANSPORTATION

**RESP. MGR.: ROLANDO CRUZ**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>20370100 Transit Administration</u>					
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Associate Analyst *	0.00	1.00	2.00	1.00	100.0%
Management Analyst	4.00	3.00	3.00	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	9.00	1.00	12.5%
<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%
Associate Analyst **	0.00	0.00	1.00	1.00	100.0%
Building Engineer	0.00	1.00	1.00	0.00	0.0%
Bus Operator	128.00	120.00	120.00	0.00	0.0%
Custodian	1.00	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	1.00	1.00	0.00	0.0%
Facility Maintenance Worker	3.00	4.00	4.00	0.00	0.0%
Fleet Services Assistant ***	3.00	7.00	6.00	-1.00	-14.3%
Human Resources Technician	0.50	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	0.50	0.50	0.00	0.0%
Secretary	0.00	1.00	1.00	0.00	0.0%
Transit Operation Manager	1.00	1.00	1.00	0.00	0.0%
Transportation Operations Supervisor	6.00	6.00	6.00	0.00	0.0%
Training & Safety Coordinator	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	149.49	149.50	149.50	0.00	0.0%
<u>30870400 Equipment Maintenance</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Building Engineer	1.00	0.00	0.00	0.00	0.0%
Electronic Fleet Services Technician	2.00	2.00	2.00	0.00	0.0%
Facility Maintenance Worker	1.00	0.00	0.00	0.00	0.0%
Fleet Services Assistant ***	10.00	5.00	6.00	1.00	20.0%
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	5.00	2.00	66.7%
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	13.00	11.00	-2.00	-15.4%
Sr. Welder	1.00	1.00	1.00	0.00	0.0%
Division Total	40.00	32.00	33.00	1.00	3.1%



# TRANSPORTATION

**RESP. MGR.: ROLANDO CRUZ**

REGULAR POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	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%
<b>Total Positions</b>	<b>199.49</b>	<b>191.50</b>	<b>193.50</b>	<b>2.00</b>	<b>1.0%</b>

\* Add one (1) Associate Analyst position in 20370100 - Transit Administration

\*\* Add one (1) Associate Analyst position in 20370200 - Transit Operations

\*\*\* Transfer one (1) Fleet Services Assistant from 20370200 - Transit Operations to 30870400 - Equipment Maintenance

^ Downgrade two (2) Sr. Fleet Technician positions to Fleet Services Technician

# Vacant position(s) frozen, no appropriation included for Fiscal Year 2021/2022: Sr. Fleet Services Tech (1).

CASUAL PART-TIME POSITIONS	ACTUAL 2019/2020	ADJUSTED 2020/2021	CITY MGR RECOMMEND 2021/2022	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>20370100 Transportation Administration</u>					
Administrative Intern	4,360	4,860	4,860	0	0.0%
Division Total	4,360	4,860	4,860	0	0.0%
<u>20370200 Transportation Operations</u>					
Administrative Intern	1,560	2,560	2,560	0	0.0%
Division Total	1,560	2,560	2,560	0	0.0%
<u>41170420 Paratransit Services</u>					
Van Driver/Ex	248	248	248	0	0.0%
Division Total	248	248	248	0	0.0%
<b>Total Hours</b>	<b>6,168</b>	<b>7,668</b>	<b>7,668</b>	<b>0</b>	<b>0.0%</b>



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## 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.

*Status: Due to the pandemic, the Transportation Department will revisit the Comprehensive Mobility Service Plan in FY2022-2023 when CityBus, CityShare, and CityRide performance returns to more typical and less variable levels. In the interim, staff will continue to monitor performance using our Key Performance Indicators and adjust our services to provide the safest and most efficient service possible.*

- 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.

*Status: Staff spent the year collaborating with LA Metro to evaluate their efforts to develop a comprehensive Countywide microtransit program. The Transportation Department is now formalizing a partnership with Metro to leverage regional platform, branding, and Microtransit technology to reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. Culver City intends to lease own vehicles and utilize our operators to provide the service. The application, branding, and process will follow LA Metro's program.*

*Due to the reduced transportation demand during pandemic, Staff is holding back on the recommendation to implement this Microtransit service until sometime after the mobility lanes on Culver Boulevard and Washington Boulevard and the Circulator service are established. Staff intends to pilot a Microtransit service that will include Hayden Tract Business District, the E Line Culver City Station area, and Downtown Culver City in FY2021-2022. Given the changing transportation patterns and demands due to the pandemic, Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands.*

- 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 the stipulated targets.





# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*Status: In FY 2020-2021, staff have successfully implemented a process for regularly compiling, reviewing, and reporting on the agency's Key Performance Indicators. The Transportation Department's Management team reviews these metrics monthly, then reports quarterly to the Mobility Subcommittee. Staff also plan on presenting the agency's annual performance metrics to City Council at the end of the Fiscal Year. These metrics are intrinsically linked to the organization's strategic goals and allow Leadership to monitor and assess the agency's Operational and Financial performance, resulting in more informed decision making and the ability to grasp and address challenges. These new procedures have been communicated and formally documented in the Department's Standard Operating Procedures, and staff will continue to follow these new practices in the coming years.*

- In pursuit of furthering the clean air goals of the City and complying with the state mandate for transit fleets to fully transition to zero emission vehicles by 2040, 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, the Transportation Department will continue to evaluate the City's motor pool program to improve fleet efficiency and further reduce greenhouse gas emissions.

*Status: In early FY21 Culver City staff successfully kicked off the Electrification project outlining to staff and Council the Transportation Department's policy for the electrification of the City's fleet. The policy considers market-readiness by vehicle subtype and operational requirements by using City Departments. The Transportation Department has applied for grant funding and continues to seek low-cost opportunities to introduce zero-emission vehicles to the fleet, either through grant funded pilot projects or with direct replacements when an asset is retired from service.*

*To comply with state requirements associated with the City's transit fleet, staff issued an RFP to hire a third-party consulting firm with the subject matter expertise to assist with program management and to draft a Long-Term Electrification Transition Plan for the Transportation Department, which will be submitted to the California Air Resources Board to satisfy Innovative Clean Transit program requirements. Staff also gained Council authorization and issued a purchase order to procure four new battery electric buses and a depot charger from New Flyer of America Inc, with a scheduled delivery date in August of 2021. Staff are planning to procure six additional battery electric buses in the upcoming fiscal year, bringing the total to ten, as well as planning to incur costs for the design of the fueling infrastructure necessary for the first ten buses.*



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

### Mobility Management

- Work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to manage mobility, as well as incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.

*Status: During FY21, Staff has been working with Public Works and Community Development Departments on a list of TDM measures that can be applied toward developments. Staff will continue working jointly with these departments to update the TDM Ordinance and will also work to establish a TDM program in the future.*

- 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.

*Status: During FY2020-2021, Staff has rebranded micromobility as part of the Transportation Department's CityShare service, which includes the City's e-scooter share pilot program and the future bike share program. Staff has executed the operating agreement with Wheels to provide e-scooter share service in the City. Due to the lowered demand during the pandemic, the e-scooter share program is currently operating with one operator. Given the circumstances, there was expected variability in the operator's performance and declines have been seen in the total number of trips from FY21 Q1 to Q2. The creation of bike share program has been postponed to FY2022-2023. Staff will work collaboratively with Public Works to deploy an alternative bikeshare program in FY2021-2022 to support multi-modal mobility in the area. Staff will also start the planning on the update to the micromobility program requirements and guidelines with the long-term objective to manage and refine micromobility within the City to enhance and offer a well-rounded network of mobility services.*

### 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.

*Status: The Transportation Department continues to work with other City departments, regional stakeholders, and local utilities to better understand the costs associated with the*



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*infrastructure enhancements required to facilitate electric vehicle fleet use. Transportation is supporting Public Works SCAG funded study on Electric Vehicle Charging Stations, that will assist Culver City in promoting the development and deployment of Public Electric Vehicle (EV) charging infrastructure.*

*Staff continues to work with Public Works to analyze associated infrastructure improvements required to charge an electric vehicle fleet at City owned facilities. During FY21, staff awarded a contract to the Center for Transportation and the Environment to perform a detailed analysis and develop plans for the Transportation Facility in advance of the electrification of the Culver CityBus bus fleet. Staff will use its learned experience from this study and explore grant opportunities to do the same for other City locations.*

- Collaborate with the 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 Comprehensive Mobility Service Plan 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.

*Status: In FY 2020-2021, with the direction from the City Council, Staff started the planning and implementation of the MOVE Culver City Project to pilot mobility lanes (bus and bike lanes) on three major transit corridors (Culver and Washington Boulevards, Sepulveda Boulevard, and Jefferson Boulevard) through the tactical urbanism approach. Staff hired a consultant team and kicked off the project for the first corridor in the Downtown Culver City / E-Line Culver City Station / Arts District area in October 2020. The initial phase of the first corridor project included a robust and comprehensive community engagement process that included multiple roundtable meetings and workshops where community stakeholders, including residents and businesses, were able to provide input and feedback on the design of the project. Transportation staff also created the Community Project Advisory Committee (CPAC) as a forum for stakeholders and experts to advise and provide technical expertise on the project, and finally a project website was launched to provide information and updates on the project. With the final design approved by the City Council, Staff is currently working to procure the contractor(s) and materials necessary to install the mobility lanes and various other project components in May and for the go live targeted for May/June 2021. Due to this project, the Expo-Downtown Bicycle Connector Project has been postponed and may be replaced with the mobility lanes pending the evaluation of and recommendation from the MOVE Culver City Project.*



# 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.

*Status: Staff created a comprehensive Bus Stop Improvement Plan to replace all bus stop furniture within the City of Culver City by the end of the CY2022, including increasing our LED solar powered real-time signs to reach 67% of our customers at all Culver CityBus bus stops. Staff implemented a five-year agreement with a bus stop furniture maker and a contract with a construction company to complete the upgrade of fifty (50) bus stops by July 1, 2021. Staff is now fast tracking and intends to complete before the end of the Fiscal Year the bus stops that are being impacted by the Move Culver City project, including introducing the new "Gateway" Mobility Stop in up to three locations. This project will continue into FY 2021-2022 as Bus Stop Improvement – Phase 3.*

- 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, in addition to route scheduling, daily dispatch, workforce management and timekeeping to improve operational efficiency.

*Status: Due to the onset of the COVID pandemic and other competing priorities, implementation of a comprehensive Technology Roadmap was pushed out to FY 2021-2022. However, staff moved forward with the critical project of designing and implementing MAIOR, a Transit Scheduling and Operations Workforce Management software solution. This solution will integrate with our recently implemented CAD/AVL system NextCCBus. This project formally kicked off in October of 2020 and is currently in the design phase.*

*The Transit Scheduling Suite will feed into the CAD/AVL system and will help us optimize our vehicle and operator scheduling, address real-time service changes and most importantly help us control our operating costs. This Workforce Management will receive data from our CAD/AVL system and automate what are currently burdensome manual tasks such as time keeping, attendance tracking, benefits management and the manual generation of the Bus Operator Daily Assignment Sheet to a computer-based program, which monitors all applicable city state, federal regulations. The MAIOR software suite will also allow Operators to access their daily work schedule; accruals; notifications; disciplinary documents; performance reviews etc. from an Operator's personal computer or cellular device. Staff will continue to develop, test, train and implement the MAIOR software suite throughout the next two fiscal years.*



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

*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.

*Status: Staff is currently evaluating long-term financial needs to accomplish ten-year objectives. This effort is continuing to evolve considering the pandemic. Funding sources like farebox revenue are currently contracting whereas federal assistance is likely to expand. Staff is using the previously generated five-year plan on revenue forecasts to incorporate the effects of farebox revenue, local, state, and federal assistance as well as the long-term aid likely to be provided through federal stimulus in the near-term. These forecasts are being expanded to ten years based on current estimates.*

*Operating expenditures are forecasted based on current trends and adjusted to reflect our anticipated service changes. Reliable long-term forecasts are truly dependent upon the completion of the Comprehensive Mobility Service Plan. To forecast future costs for the electrifying of the fleet, staff has hired a consultant and is completing a strategic cost analysis. The cost analysis will include the savings of using electricity as a fuel to fold into the operating forecasts and the increased costs of infrastructure that will be folded into the facility capital plan. These recommendations will be brought to council in 1<sup>st</sup> Quarter FY 2021-2022. The team also has completed a facility condition assessment, which included a ten-year forecast of facility and equipment needs that will be folded into the Capital Plan that includes vehicle forecasts.*

*Understanding that there is an immediate shortfall resulting from the capital needs to electrify the fleet, staff has been aggressive in its applications for grant funds and is expanding staff to continue seeking grants. A grant calendar has been created and will be reported on Quarterly to the department head to ensure progress towards matching the future operating and capital needs to our revenue.*

- 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.

*Status: Placed on hold due to staff limitations; analysis to be performed and completed by the end of FY 2021-2022.*





# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 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: This effort has been indefinitely placed on hold due to budget constraints and lack of staff resources.*

- 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.

*Status: Staff is revising the Department's business processes to align with internal control recommendations as outlined in the Moss Adams report provided to the Finance Advisory Board in 2019. Efforts to meet internal control recommendations are as follows:*

- *Transportation is pursuing the use of the Munis system to integrate management of grant awards with ERP system. It is expected that staff will begin the development of requirements for integration of program and financial data by the close of FY 2021 Quarter 3. In the interim, internal processes have been created to track the status of every grant.*
- *Segregation of Duties: The Transportation Department has begun implementation of the findings outlined in the Moss Adams Cash Handling Internal Controls Improvement report. Staff duties are being aligned with the hiring of an expanded secretary position to handle accounts payable duties and have further segmented responsibilities for revenue collection with current staff.*
- *Cash handling has been further refined with the development of standard operating procedures which ensure greater accountability for individual cashier till reconciliations and management oversight of cashier activity.*
- *Transportation staff updated its Transportation Asset Management plan in October 2020 to address the internal controls and include an Asset Management Software plan. Staff has begun to implement improvements to expand the department's ability to manage its fleet and facility assets, utilizing our two asset management software and is in the process of hiring the new Facility Supervisor to coordinate asset management activities.*
- 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)

*Status: In FY2020-2021, staff underwent a process of implementing and rolling out robust project management policies and procedures to assist staff in the successful implementation of capital projects. The Transportation Department oversees a variety of complex capital projects that range in complexity of scope, resources, and energy. Staff created and implemented a Standard Operating Procedure for project management. A critical component of this was to begin a Quarterly review of the agency's major capital projects with the entire Leadership team. Staff now generated a quarterly update that includes a detailed overview of the project's status and performance with regards to scope, budget, and timeline, as well as justification or reasons for deviation. The update also includes a breakdown of current risks, mitigation strategies, what was accomplished in the previous quarter and what will be accomplished in the upcoming quarter. This exercise helps foster intradepartmental collaboration, transparency and accountability and helps to convey critical information across all levels of organization that may be impacted by a project. Staff will complete an introduction of a capital call process for FY 2021-2022 budget, generating a complete list of needs for the future, funded and unfunded. These new procedures have been communicated and formally documented in the Department's Standard Operating Procedures, and staff will continue to follow these new practices in the upcoming year.*

### 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.

*Status: The pandemic's arrival and existence during FY 2021-2022 has changed the scope and our vision of engagement for our employees and community. We have turned to technology solutions. All our employees have received access to city email and by the end of FY21 will have easier virtual access at work, on their phones or home computers. We have started using automated surveys to get feedback and are continuing to use virtual employee focus groups and committees.*

*Community engagement efforts have also turned towards expanding our technology outreach with social media and virtual focus group and committee meetings. Our largest efforts have been in the rollout of Move Culver City, with over 100 different community efforts, multiple mailings reaching 10,000 community residents and over 30,000 social media hits. All new procedures have been communicated and formally documented in the Department's Standard Operating Procedures, and staff will continue to follow these new practices in the upcoming year.*



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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- 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.

*Status: The department implemented and certified our Public Transportation Agency Safety Plan (PTASP) in July of 2020, meeting the original deadline established by the Federal Transit Administration. The certified plan that complies with the Federally mandated Safety Management System included the introduction of three employee safety committees to support and engage our employees in SMS activities. Staff continues to develop policies and procedures to support our SMS principles and integrate safety into all our CityBus, CityFleet, CityRide, CityShare, and Mobility planning services. During the coming years, the established Safety Management Committee will review and update our PTASP to continue working towards an optimal level of system safety*

## NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022

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*FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation*

### Mobility Services

- **CityBus and CityRide Services:** Continue to monitor and evaluate existing fixed route and on-demand services and initiatives to propose and implement adjustments to service and operations in response to the changing transportation landscape and post pandemic period. Utilize performance measures/key performance indicators to prioritize and improve service delivery.
- **Circulator Service:** The Transportation Department is expanding our fixed route service with the implementation of the new one-year pilot Circulator service in late FY21. Staff will monitor and adjust as needed to serve the ridership needs of the community. In addition to evaluating the performance, staff will research, and consider other alternative mobility choices to meet our goal of moving people easily throughout the downtown corridor with the intent of coming back to council with a plan to continue, modify, or terminate the service. Staff will consider revenue options (such as standard fare collection, establishing a fee for private use of the mobility lane, etc...), alternative vehicles (such as smaller vehicles with higher frequency, autonomous vehicles etc...), and service delivery (such as on-demand, flexible feeder service etc...).
- **Fare Equity Initiatives:** In order to support the goal of creating an accessible, equitable, and sustainable public transportation system, staff intends to work with and explore a partnership with LA Metro and the LA County free fare initiative. As a first step, staff will





# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022 (CONTINUED)

explore and seek funding for a pilot program to provide free fare for low-income residents (target date January 2022) and for students K-12 (target date August 2022). Staff will budget funds necessary to perform a Title VI review, establish metrics for measuring success and to return with a recommendation to Council in the 2<sup>nd</sup> Quarter of FY2021-2022.

- **Microtransit:** Staff is partnering with LA Metro to implement Microtransit service in late FY 2021-2022 utilizing our operators and leased vehicles. The Microtransit pilot will leverage regional platform, branding, and Microtransit technology to reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. Goal is to have a partnership agreement with Metro in place by end of calendar year 2021 and implement the service in calendar year 2022 for the first pilot area in Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services.
- **Expand Battery Electric Bus Fleet:** In accordance with the Innovative Clean Transit rule and in compliance with City policy related to fleet electrification, the Transportation Department will procure and place into revenue service six additional battery electric buses by December 2022. Staff will continue to monitor performance and develop procedures to improve operator performance, route performance, maximize battery life, charge management, and electricity management.
- **CityShare (Micromobility) Services:** Staff will continue to manage the City's e-scooter share program, expanding when possible and collaborate with Public Works Department to establish bikeshare service as part of the City's micromobility program. As the Council approved LA Metro bike share program has been postponed to FY2022-2023 due to LA Metro's recommendation, staff will work collaboratively with Public Works to deploy an alternative bikeshare program in FY2021-2022 to support multi-modal mobility in the area.
- **CityShare (RideShare) Services:** Staff will be reviewing and modifying the existing Culver City RideShare program in light of the pandemic to better understand how best to support the shift of traffic demands and to promote working from home and / or use of other mobility services should they come to work. CityShare will eventually encompass



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022 (CONTINUED)

the management of programs and monitoring of local business rideshare programs, as developed in the Transportation Demand Management program.

### Mobility Management:

- **Prioritized City-wide Mobility Initiatives:** The Transportation Department will engage and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments to develop a process to identify and prioritize city-wide mobility initiatives. This three-year strategic plan will provide the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.
- **Transportation Demand Management (TDM):** The Transportation Department will engage and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation Departments to prepare interim parking and mobility zoning code amendments for new entitlements projects in the pipeline pending development of a new TDM Ordinance in 2021-2022. The departments will utilize a consultant to research best practices and will include a program to incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.

### Improving Transportation Infrastructure

- **MOVE Culver City:** Staff will continue to develop and implement quick-build mobility lane pilots on three major transit and access arterials (Culver and Washington Boulevards, Sepulveda Boulevard, and Jefferson Boulevard). With guidance from City Council, Mobility Planning Staff began the design and implementation of the mobility lanes on the first corridor (Culver and Washington Boulevards) starting in October 2020 and will procure the contractor(s) and materials and install the mobility lanes with the go live targeted for May/June 2021. In FY 2021-2022, Transportation staff will closely monitor the first corridor pilot project to respond and pivot to any changes needed to make the lane successful, report quarterly on the performance of the mobility lane, and to come back with a recommendation on next steps after the first twelve months. During the first part of the fiscal year, Transportation staff will work with Public Works and the Community Development departments and the Downtown Business Association to also assess and create a long-term vision for the Downtown. In the latter half of the fiscal, staff will also kickoff the preliminary planning and designing concepts for the additional tactical mobility lanes in the Sepulveda and Jefferson corridors. Staff intends to bring a recommendation by the end of the Fiscal Year on these two corridors, with a goal of implementations being done in FY2022-2023.
- **Transportation Facility Electrification:** In support of the goal to electrify the bus fleet by 2028, Transportation staff will complete the Long-Term Facility Electrification Plan by 2<sup>nd</sup> Quarter FY 2021-2022. Staff anticipates that construction of permanent infrastructure



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022 (CONTINUED)

(Phase I of LT Facility Electrification Plan) to support operations of 10 battery electric buses will begin in early 2022 and completed by the end of CY 2022.

- **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops by the end of CY2022, establish a new mobility guideline to support buses and alternative mobility options, and to expand our security and real-time information efforts for all bus stops within the system, with a target of serving 2/3 of our customer base. In FY 2021-2022, we will continue our efforts in all these areas.
- **Technology Roadmap:** In order to best support the agency's business initiatives going forward, staff will implement a technology roadmap process for the Transportation Department in collaboration with the Information Technology department. By creating a plan of action, or technology roadmap, staff will implement and phase in new technology solutions as well maintain existing ones. Our technology roadmap process will integrate strategic goals, new system capabilities, release plans, milestones, resources, training, challenges, and status reports, and will serve as an important tool to improve the technological systems and efficiency of the Transportation Department. Staff will incorporate and develop plans for new initiatives such as:
  - *Communications (Radio future – cellular Voice over Internet Protocol)*
  - *IoT (Internet of Things)*
  - *Bus on-board architecture (i.e. Automatic Passenger Counters, Public Wi-Fi, etc...)*
  - *Cloud & Hosting Services*
  - *Real-time performance metrics (KPI, knowledge base, tools, reporting ...)*
  - *Customer Information*
  - *Connected & Autonomous Vehicles (Bus Signal Priority, future buses etc...)*
  - *Mobility as a Service (Next CCBus integration with other systems and mobility services)*
- **Facility Video Surveillance:** Plan and collaborate with the City's Information Technology department on the installation of new security camera system throughout the Transportation Facility. The security camera system must meet the State of California's regulations for recording and storage retention through the procurement of upgraded equipment. The current surveillance system has reached the end of its useful life and lacks the capacity established by the state of California. Metro's Prop 1B Transit Security Bridge funds have been allocated to the Transportation Department to use for this project.



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

## NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022 (CONTINUED)

### *FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.*

- **Ten-Year Capital Forecast:** Building on FY 2020-2021 efforts, the Transportation Department will begin to construct a financial model that will factor in all capital sources of funding and program them against evolving project estimates to create a long-term forecast and outlook. This will be folded into the Operational Revenue and Expenditure plans. Staff will utilize a third-party consultant to assist with the development financial intelligence that will inform and validate the model. The resulting ten-year forecast will provide a working document for continual update and ongoing review as additional sources of capital are identified and secured.
- **Equipment Replacement Fund (ERF):** Transportation Department staff will reconcile the ERF against vehicle replacement data derived during staff's study of asset utilization (to be completed by January 2022). During FY 2021-2022, staff will be implementing a new capital asset management software that will allow staff to perform whole life costing and analyze the total cost of each fleet asset over its lifetime, from budget approval and procurement through to disposal including purchase, utilization, maintenance, operation, and disposal. This system will also automate forecasting of fleet capital needs and associated expenditures, thus replacing our current manual process.
- **Grant Management:** Recognizing the long-term funding gap identified in prior fiscal years, the Transportation Department will seek and apply for federal, state, and local opportunities to increase departmental revenue to finance the prioritized capital projects. Additionally, the department will apply for any new opportunities it identifies or is awarded from intergovernmental sources such as federal stimulus. The department will also ensure it remains in good standing with all grant funding organizations, including the completion of program updates this year on Title VI and the Equal Employment Opportunities. Staff will collaborate with the Human Resources department on the update of our citywide EEO program to meet the federal requirements. Transportation will further standardize its reporting and processes to ensure it is utilizing all available funding resources in the most efficient and productive way and maintains full compliance with all grant funding requirements.

### *Departmental Initiatives*

- **Workforce Management & Business Process Improvements:** The Transportation Department has committed to embracing technology with the goal of enhancing its service and improving overall operations and business processes. To achieve this goal, the agency has contracted with Clever Devices, Ltd. to implement the MAIOR software suite. This software solution is an integrated system to our CleverCAD system that provides fixed-route



# TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

scheduling and run-cutting tasks as well as improves the efficiency of routinely performed operational tasks including management of employee personnel information, bidding, daily scheduling, workforce management, daily dispatching, employee performance management, and timekeeping / payroll integration. Staff will complete the Design Phase the MAIOR Workforce Management software and begin the development phase in FY 2020-2021. Staff is anticipating the deployment of this phase by Spring of 2022. Phase II will carry into future years.

- **Facility Master Plan:** Staff will be incorporating the findings of the Transportation Facility Condition Assessment completed during FY21 and the Long-Term Electrification Transition Plan that will be completed during FY 2021-2022 into a detailed Facility Maintenance and Facility Asset Management Plan for the Transportation Facility. The plan will include a twenty-year forecast of capital improvements required to maintain the Culver City Transportation Facility in a state of good repair. This Plan will guide immediate and short-term capital improvement projects including charging station installations, air conditioning replacements, and roof repairs as well as longer term projects like renewable energy generation and storage solutions.
- **Short Range Transportation Plan FY 2022-2024:** In FY 2021-2022, staff will begin updating the agency's Short-Range Transportation Plan (S RTP) for Fiscal Years 2022 through 2024. As a recipient of Federal and State funding, the Culver City Transportation Department is required to complete and submit a plan to LA Metro as LA County's Transportation Planner on a triennial basis. The S RTP outlines the agency's challenges, financial position, priorities, and initiatives, and is intended as a strategic guide for implementing the agency's mission and vision over the next three years.

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

FINANCE			203 MUNICIPAL BUS LINES FUND		20314500 Purchasing		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
154,971	147,115	147,115	411100	Regular Salaries	143,594	-3,521	-2.4%
10,748	0	0	411310	Overtime-Regular	0	0	0.0%
2,186	2,138	2,138	431000	Deferred Compensation	3,698	1,560	73.0%
12,814	11,427	11,427	432000	Social Security	11,729	302	2.6%
10,908	11,278	11,278	433000	Retirement - Employer	9,417	-1,861	-16.5%
23,136	25,363	25,363	433050	Retirement-Unfunded Liability	26,918	1,555	6.1%
5,127	8,144	8,144	434000	Workers Compensation	9,273	1,129	13.9%
24,066	26,683	26,683	435000	Group Insurance	20,420	-6,263	-23.5%
1,473	1,541	1,541	435400	Retiree Health Savings	1,541	0	0.0%
200	0	0	435500	Retiree Insurance	4,210	4,210	0.0%
766	661	661	436000	State Disability Insurance	734	73	11.0%
4,426	5,700	5,700	437500	Longevity Pay	0	-5,700	-100.0%
<b>250,822</b>	<b>240,050</b>	<b>240,050</b>	<b>Total</b>	<b>Personnel Services</b>	<b>231,534</b>	<b>-8,516</b>	<b>-3.5%</b>
3,268	2,620	2,620	650300	Liability Reserve Charge	3,177	557	21.3%
<b>3,268</b>	<b>2,620</b>	<b>2,620</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>3,177</b>	<b>557</b>	<b>21.3%</b>
<b>254,090</b>	<b>242,670</b>	<b>242,670</b>	<b>Division Total</b>		<b>234,711</b>	<b>-7,959</b>	<b>-3.3%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

NON-DEPARTMENTAL			203			20316100		
			MUNICIPAL BUS LINES FUND				Non-Departmental	
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
300,000	300,000	300,000	952101	Trsf Out To - Fund 101	300,000	0	0.0%	
<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>Total</b>	<b>Inter-Fund Transfers</b>	<b>300,000</b>	<b>0</b>	<b>0.0%</b>	
<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>Division Total</b>		<b>300,000</b>	<b>0</b>	<b>0.0%</b>	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203	20370100			
			MUNICIPAL BUS LINES FUND	Transportation Admin			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
1,025,086	1,036,854	1,036,854	411100	Regular Salaries	1,071,203	34,349	3.3%
76,202	85,476	147,876	411200	Part-Time Salaries	85,476	-62,400	-42.2%
8,313	2,550	2,550	411310	Overtime-Regular	2,550	0	0.0%
27,186	26,520	26,520	431000	Deferred Compensation	25,480	-1,040	-3.9%
71,711	61,385	61,385	432000	Social Security	70,489	9,104	14.8%
5,323,471	70,995	70,995	433000	Retirement - Employer	70,803	-192	-0.3%
149,789	154,089	154,089	433050	Retirement-Unfunded Liability	175,633	21,544	14.0%
51,683	89,378	89,378	434000	Workers Compensation	75,775	-13,603	-15.2%
112,032	114,042	114,042	435000	Group Insurance	144,205	30,163	26.4%
4,953	5,200	5,200	435400	Retiree Health Savings	5,850	650	12.5%
26,789	27,580	27,580	435500	Retiree Insurance	29,720	2,140	7.8%
(26,894)	0	0	435650	OPEB Liability Charge	0	0	0.0%
540	625	625	436000	State Disability Insurance	1,224	599	95.8%
3,500	3,000	3,000	437000	Mgt Health Ben	3,000	0	0.0%
8,958	8,700	8,700	437500	Longevity Pay	6,600	-2,100	-24.1%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
6,820	6,435	6,435	438500	Cell Phone Allowance	7,735	1,300	20.2%
<b>6,874,673</b>	<b>1,697,329</b>	<b>1,759,729</b>	<b>Total</b>	<b>Personnel Services</b>	<b>1,780,243</b>	<b>20,514</b>	<b>1.2%</b>
206	500	500	512100	Office Expense	500	0	0.0%
28	300	300	512200	Printing and Binding	300	0	0.0%
0	80	80	512300	Postage	80	0	0.0%
541	450	450	512400	Communications	450	0	0.0%
2,219	2,500	2,500	514100	Departmental Special Supplies	2,500	0	0.0%
12,476	0	1,538	514120	Disaster Supplies	0	-1,538	-100.0%
1,050	7,445	7,445	516100	Training & Education	28,491	21,046	282.7%
25,578	35,800	35,800	516500	Conferences & Conventions	35,800	0	0.0%
2,637	3,300	3,300	516600	Special Events & Meetings	3,300	0	0.0%
37,590	38,000	38,000	516700	Memberships & Dues	60,000	22,000	57.9%
0	500	500	517100	Subscriptions	500	0	0.0%
58,095	50,730	62,059	517300	Advertising and Public Relatio	75,000	12,941	20.9%
770	5,000	5,000	517800	Employee Service Award Program	5,000	0	0.0%
4,506	4,876	4,876	517850	Employee Recognition Events	4,876	0	0.0%
0	500	500	600200	R&M - Equipment	0	-500	-100.0%
0	11,964	28,928	610100	Audit Services	17,982	-10,946	-37.8%
632,504	453,500	2,142,235	619800	Other Contractual Services	700,000	-1,442,235	-67.3%
532,255	0	0	699800	Other Contractual Service-Cont	0	0	0.0%
<b>1,310,455</b>	<b>615,445</b>	<b>2,334,011</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>934,779</b>	<b>-1,399,232</b>	<b>-59.9%</b>
0	0	0	732160	IT Equipment - Software	2,826	2,826	0.0%
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>2,826</b>	<b>2,826</b>	<b>0.0%</b>
<b>8,185,129</b>	<b>2,312,774</b>	<b>4,093,740</b>	<b>Division Total</b>		<b>2,717,848</b>	<b>-1,375,892</b>	<b>-33.6%</b>



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				203		20370117			
				MUNICIPAL BUS LINES FUND		Tactical Transit Lanes Project			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	811,050	610400	Consulting Services		0	-811,050	-100.0%	
0	0	811,050	Total	Maint & Operations		0	-811,050	-100.0%	
0	0	811,050	Division Total			0	-811,050	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370200 Transportation Operations		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
7,212,483	9,231,797	9,231,797	411100	Regular Salaries	9,248,165	16,368	0.2%
189,804	38,750	38,750	411200	Part-Time Salaries	38,750	0	0.0%
1,132,100	215,840	215,840	411310	Overtime-Regular	215,840	0	0.0%
161,519	176,706	176,706	431000	Deferred Compensation	211,640	34,934	19.8%
632,033	686,407	686,407	432000	Social Security	708,899	22,492	3.3%
574,774	735,176	735,176	433000	Retirement - Employer	629,998	-105,178	-14.3%
1,401,761	1,550,634	1,550,634	433050	Retirement-Unfunded Liability	1,800,826	250,192	16.1%
470,409	740,435	740,435	434000	Workers Compensation	708,702	-31,733	-4.3%
1,753,646	2,202,517	2,202,517	435000	Group Insurance	2,277,045	74,528	3.4%
74,622	95,186	95,186	435400	Retiree Health Savings	94,250	-936	-1.0%
301,644	311,020	311,020	435500	Retiree Insurance	347,020	36,000	11.6%
(357,308)	0	0	435650	OPEB Liability Charge	0	0	0.0%
36,717	38,987	38,987	436000	State Disability Insurance	46,563	7,576	19.4%
1,673	2,000	2,000	437000	Mgt Health Ben	2,500	500	25.0%
163,202	202,500	202,500	437500	Longevity Pay	192,000	-10,500	-5.2%
7,013	9,425	9,425	438500	Cell Phone Allowance	10,075	650	6.9%
0	39,250	31,750	440000	Uniform Allowance	0	-31,750	-100.0%
(15,614)	0	0	499500	Contra-Salaries	0	0	0.0%
(5,802)	0	0	499550	Contra-Benefits	0	0	0.0%
<b>13,734,674</b>	<b>16,276,630</b>	<b>16,269,130</b>	<b>Total</b>	<b>Personnel Services</b>	<b>16,532,273</b>	<b>263,143</b>	<b>1.6%</b>
27	2,000	2,000	512100	Office Expense	2,000	0	0.0%
54,055	32,500	32,500	512200	Printing and Binding	32,500	0	0.0%
161	650	650	512300	Postage	1,875	1,225	188.5%
39,315	21,570	23,370	512400	Communications	21,570	-1,800	-7.7%
45,353	43,000	43,000	513000	Utilities	43,000	0	0.0%
49,279	50,200	41,441	514100	Departmental Special Supplies	44,500	3,059	7.4%
101	0	0	514600	Small Tools & Equipment	0	0	0.0%
20,670	0	0	516100	Training & Education	43,800	43,800	0.0%
6,131	0	0	516500	Conferences & Conventions	0	0	0.0%
1,477	8,000	8,000	516600	Special Events & Meetings	16,000	8,000	100.0%
8,633	5,000	5,000	517300	Advertising and Public Relatio	7,500	2,500	50.0%
66,295	50,000	66,386	550110	Uniforms	60,000	-6,386	-9.6%
9,852	84,600	84,600	600100	R&M - Building	55,000	-29,600	-35.0%
3,008	5,000	5,000	600200	R&M - Equipment	5,000	0	0.0%
5,634	500,000	500,000	600800	Equip Maint Expenses	3,000,000	2,500,000	500.0%
932,935	1,000,000	1,000,000	600830	Fuel Charges	1,000,000	0	0.0%
0	1,000	1,000	605100	Rental of Equipment	1,000	0	0.0%
8,288	18,000	19,265	614100	Medical Services	19,265	0	0.0%
293,791	513,000	752,355	619800	Other Contractual Services	600,000	-152,355	-20.3%
60,472	355,718	355,718	650100	Insurance Premiums - Liability	355,718	0	0.0%
501,432	506,014	506,014	650200	Insurance Premiums - Other	506,014	0	0.0%
(340,889)	250,000	250,000	660100	Liability Insurance Claims	250,000	0	0.0%
3,194,849	2,800,000	2,800,000	665100	Depreciation	2,800,000	0	0.0%
1,789,210	1,942,187	1,942,187	670100	Administrative Charges	2,000,992	58,805	3.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370200 Transportation Operations		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
11,285	0	0	699800	Other Contractual Service-Cont	0	0	0.0%
<b>6,761,365</b>	<b>8,188,439</b>	<b>8,438,485</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>10,865,734</b>	<b>2,427,249</b>	<b>28.8%</b>
0	0	15,000	732160	IT Equipment - Software	0	-15,000	-100.0%
<b>0</b>	<b>0</b>	<b>15,000</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-15,000</b>	<b>-100.0%</b>
<b>20,496,039</b>	<b>24,465,069</b>	<b>24,722,615</b>	<b>Division Total</b>		<b>27,398,007</b>	<b>2,675,392</b>	<b>10.8%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203		20370214		
			MUNICIPAL BUS LINES FUND		Preventative Maintenance (P)		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
3,609,986	3,500,000	3,500,000	600800	Equip Maint Expenses	0	-3,500,000	-100.0%
3,609,986	3,500,000	3,500,000	Total	Maint & Operations	0	-3,500,000	-100.0%
3,609,986	3,500,000	3,500,000	Division Total		0	-3,500,000	-100.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370300 Transportation Capital		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
55,961	5,691,237	1,396,136	732100	Auto-Rolling Stock & Equipment	0	-1,396,136	-100.0%
4,435,634	2,290,503	1,666,603	732120	Departmental Special Equipment	0	-1,666,603	-100.0%
18,531	175,000	26,059	732150	IT Equipment - Hardware	0	-26,059	-100.0%
0	616,700	0	732160	IT Equipment - Software	0	0	0.0%
24,935	0	0	740100	Furniture & Furnishings	0	0	0.0%
<b>4,535,061</b>	<b>8,773,440</b>	<b>3,088,798</b>	<b>Total</b>	<b>Capital Outlay</b>	<b>0</b>	<b>-3,088,798</b>	<b>-100.0%</b>
<b>4,535,061</b>	<b>8,773,440</b>	<b>3,088,798</b>	<b>Division Total</b>		<b>0</b>	<b>-3,088,798</b>	<b>-100.0%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203		20370303			
			MUNICIPAL BUS LINES FUND		Bus Tire Lease (P)			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
76,258	0	122,018	732120	Departmental Special Equipment	0	-122,018	-100.0%	
76,258	0	122,018	Total	Capital Outlay	0	-122,018	-100.0%	
76,258	0	122,018	Division Total		0	-122,018	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203		20370308			
			MUNICIPAL BUS LINES FUND		Bus Security Cameras (P)			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
28,525	0	49,675	732120	Departmental Special Equipment	0	-49,675	-100.0%	
28,525	0	49,675	Total	Capital Outlay	0	-49,675	-100.0%	
28,525	0	49,675	Division Total		0	-49,675	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203	20370309			
			MUNICIPAL BUS LINES FUND	Bus Stop Furnishings (P)			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	0	432,663	619800	Other Contractual Services	0	-432,663	-100.0%
0	0	432,663	Total	Maint & Operations	0	-432,663	-100.0%
626,228	1,243,323	901,496	732120	Departmental Special Equipment	0	-901,496	-100.0%
626,228	1,243,323	901,496	Total	Capital Outlay	0	-901,496	-100.0%
626,228	1,243,323	1,334,159	Division Total		0	-1,334,159	-100.0%



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203		20370311			
			MUNICIPAL BUS LINES FUND		Bus Wash Replacement Project			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
38,000	0	0	732120	Departmental Special Equipment	0	0	0.0%	
38,000	0	0	Total	Capital Outlay	0	0	0.0%	
38,000	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			203		20370313			
			MUNICIPAL BUS LINES FUND		Bus Stop Signage Project			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
13,277	0	0	732120	Departmental Special Equipment	0	0	0.0%	
13,277	0	0	Total	Capital Outlay	0	0	0.0%	
13,277	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				203		20370314			
				MUNICIPAL BUS LINES FUND		Battery Electric Bus (BEB)			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	4,426,847	732100	Auto-Rolling Stock & Equipment		0	-4,426,847	-100.0%	
0	0	4,426,847	Total	Capital Outlay		0	-4,426,847	-100.0%	
0	0	4,426,847	Division Total			0	-4,426,847	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				203		20370315									
				MUNICIPAL BUS LINES FUND		Bus Operator Barriers									
Expend Actual 2019-20		Adopted Budget 2020-21		Adjusted Budget 2020-21		Expense Object		Expense Object Description		City Mgr Recom 2021-22		Change from Prior Yr Adjusted		% Change	
0		0		72,048		619800		Other Contractual Services		0		-72,048		-100.0%	
0		0		72,048		Total		Maint & Operations		0		-72,048		-100.0%	
0		0		260,000		732120		Departmental Special Equipment		0		-260,000		-100.0%	
0		0		260,000		Total		Capital Outlay		0		-260,000		-100.0%	
0		0		332,048		Division Total				0		-332,048		-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				203		20370316		
				MUNICIPAL BUS LINES FUND		Shop Vehicle Lifts		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	0	1,200,000	732120	Departmental Special Equipment		0	-1,200,000	-100.0%
0	0	1,200,000	Total	Capital Outlay		0	-1,200,000	-100.0%
0	0	1,200,000	Division Total			0	-1,200,000	-100.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				203		20370318			
				MUNICIPAL BUS LINES FUND		MAIOR Project			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	766,902	619800	Other Contractual Services		0	-766,902	-100.0%	
0	0	766,902	Total	Maint & Operations		0	-766,902	-100.0%	
0	0	766,902	Division Total			0	-766,902	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				203		20370319			
				MUNICIPAL BUS LINES FUND		Facility Electrification Proj			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	617,311	610400	Consulting Services		0	-617,311	-100.0%	
0	0	617,311	Total	Maint & Operations		0	-617,311	-100.0%	
0	0	617,311	Division Total			0	-617,311	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			307		30770500		
			EQUIPMENT REPLACEMENT FUND		Equipment Replacement		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
374,219	400,000	1,208,937	732100	Auto-Rolling Stock & Equipment	1,187,000	-21,937	-1.8%
266,812	0	6,288	732120	Departmental Special Equipment	49,500	43,212	687.2%
641,031	400,000	1,215,225	Total	Capital Outlay	1,236,500	21,275	1.8%
641,031	400,000	1,215,225	Division Total		1,236,500	21,275	1.8%



**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			308	30870400			
			EQUIPMENT MAINTENANCE FUND		Equipment Maintenance		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
3,094,770	2,611,378	2,674,268	411100	Regular Salaries	2,883,296	209,028	7.8%
79,830	55,957	55,957	411310	Overtime-Regular	55,957	0	0.0%
63,751	0	0	411700	Contract Labor	0	0	0.0%
60,117	52,000	52,000	431000	Deferred Compensation	53,560	1,560	3.0%
236,863	182,243	182,243	432000	Social Security	201,461	19,218	10.5%
1,085,769	193,036	193,036	433000	Retirement - Employer	185,837	-7,199	-3.7%
501,895	557,092	557,092	433050	Retirement-Unfunded Liability	517,830	-39,262	-7.0%
144,363	221,932	221,932	434000	Workers Compensation	212,623	-9,309	-4.2%
587,825	496,316	496,316	435000	Group Insurance	546,190	49,874	10.0%
24,795	19,500	19,500	435400	Retiree Health Savings	21,450	1,950	10.0%
174,893	182,319	182,319	435500	Retiree Insurance	204,600	22,281	12.2%
(149,003)	0	0	435650	OPEB Liability Charge	0	0	0.0%
13,912	10,352	10,352	436000	State Disability Insurance	13,331	2,979	28.8%
500	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
113,674	94,500	94,500	437500	Longevity Pay	84,300	-10,200	-10.8%
4,921	4,550	4,550	438500	Cell Phone Allowance	4,550	0	0.0%
2,800	2,800	2,800	440000	Uniform Allowance	2,800	0	0.0%
<b>6,041,677</b>	<b>4,684,975</b>	<b>4,747,865</b>	<b>Total</b>	<b>Personnel Services</b>	<b>4,988,785</b>	<b>240,920</b>	<b>5.1%</b>
3,506	3,000	3,000	512100	Office Expense	3,000	0	0.0%
0	150	150	512200	Printing and Binding	150	0	0.0%
0	100	100	512300	Postage	100	0	0.0%
1,082	910	910	512400	Communications	910	0	0.0%
72,524	79,568	79,568	513000	Utilities	79,568	0	0.0%
1,658	1,775	1,775	514000	Mandated Fees	1,775	0	0.0%
47,054	66,100	58,605	514100	Departmental Special Supplies	79,900	21,295	36.3%
13,312	5,000	0	514199	Departmental Special Supplies	0	0	0.0%
41,694	44,500	34,536	514600	Small Tools & Equipment	41,500	6,964	20.2%
12,891	42,564	59,987	516100	Training & Education	60,000	14	0.0%
0	100	100	516600	Special Events & Meetings	100	0	0.0%
275	750	750	516700	Memberships & Dues	775	25	3.3%
33,546	45,387	46,337	517100	Subscriptions	55,000	8,663	18.7%
1,550	1,500	1,500	517800	Employee Service Award Program	1,200	-300	-20.0%
746	1,200	1,200	517850	Employee Recognition Events	1,200	0	0.0%
1,235,524	1,400,000	1,427,021	520000	Petroleum Products	1,400,000	-27,021	-1.9%
197	1,200	1,200	550000	Other Charges	1,200	0	0.0%
27,910	38,000	40,643	550110	Uniforms	43,700	3,057	7.5%
(16,968)	0	0	594600	Small Tools & Equipment-Contra	0	0	0.0%
54,132	62,000	62,000	600100	R&M - Building	62,000	0	0.0%
1,560,683	1,305,440	1,324,361	600200	R&M - Equipment	1,305,440	-18,921	-1.4%
69,466	45,068	45,068	600800	Equip Maint Expenses	53,178	8,110	18.0%
16,011	12,577	12,577	605400	Amortization of Equipment	12,577	0	0.0%
1,968	1,500	3,188	614100	Medical Services	3,000	-188	-5.9%
86,597	100,000	157,399	619800	Other Contractual Services	200,000	42,601	27.1%
88,158	71,390	71,390	650300	Liability Reserve Charge	72,848	1,458	2.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			308		30870400		
			EQUIPMENT MAINTENANCE FUND		Equipment Maintenance		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
18,332	0	0	665100	Depreciation	0	0	0.0%
3,371,846	3,329,779	3,433,364	Total	Maint & Operations	3,479,121	45,757	1.3%
0	0	25,000	732150	IT Equipment - Hardware	0	-25,000	-100.0%
0	0	50,655	732160	IT Equipment - Software	0	-50,655	-100.0%
0	0	75,655	Total	Capital Outlay	0	-75,655	-100.0%
9,413,522	8,014,754	8,256,884	Division Total		8,467,906	211,022	2.6%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION				410		41070600		
				AQMD - AB 2766 FUNDS		AQMD-Rideshare		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
0	35,000	35,000	517700	Ride Share Program		35,000	0	0.0%
0	35,000	35,000	Total	Maint & Operations		35,000	0	0.0%
0	35,000	35,000	Division Total			35,000	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			410		41070620		
			AQMD - AB 2766 FUNDS		AQMD - AB2766		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
3	0	0	732100	Auto-Rolling Stock & Equipment	0	0	0.0%
0	50,000	50,000	732120	Departmental Special Equipment	50,000	0	0.0%
3	50,000	50,000	Total	Capital Outlay	50,000	0	0.0%
3	50,000	50,000	Division Total		50,000	0	0.0%

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			411	41170420			
			PARA TRANSIT	Para Transit Services			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
101,907	104,065	104,065	411100	Regular Salaries	103,945	-120	-0.1%
15,614	0	0	411150	Salaries-Project	0	0	0.0%
7,486	0	0	411310	Overtime-Regular	0	0	0.0%
5,802	0	0	430500	Benefits-Project	0	0	0.0%
1,572	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
8,070	7,518	7,518	432000	Social Security	7,638	120	1.6%
8,055	8,101	8,101	433000	Retirement - Employer	7,289	-812	-10.0%
16,871	18,207	18,207	433050	Retirement-Unfunded Liability	20,835	2,628	14.4%
6,000	0	0	434000	Workers Compensation	8,204	8,204	0.0%
30,065	30,931	30,931	435000	Group Insurance	32,685	1,754	5.7%
1,310	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
507	471	471	436000	State Disability Insurance	566	95	20.2%
2,117	2,100	2,100	437500	Longevity Pay	3,300	1,200	57.1%
<b>205,378</b>	<b>174,253</b>	<b>174,253</b>	<b>Total</b>	<b>Personnel Services</b>	<b>187,322</b>	<b>13,069</b>	<b>7.5%</b>
0	1,000	1,000	512200	Printing and Binding	4,000	3,000	300.0%
0	500	500	514100	Departmental Special Supplies	500	0	0.0%
0	1,000	1,000	516100	Training & Education	1,000	0	0.0%
0	1,000	1,000	550110	Uniforms	1,400	400	40.0%
42,526	39,835	39,835	600800	Equip Maint Expenses	50,625	10,790	27.1%
22,784	4,854	4,854	605400	Amortization of Equipment	4,854	0	0.0%
0	200	200	614100	Medical Services	200	0	0.0%
8,895	20,000	27,595	619800	Other Contractual Services	27,595	0	0.0%
18,073	0	0	670100	Administrative Charges	0	0	0.0%
<b>92,277</b>	<b>68,389</b>	<b>75,984</b>	<b>Total</b>	<b>Maint &amp; Operations</b>	<b>90,174</b>	<b>14,190</b>	<b>18.7%</b>
<b>297,655</b>	<b>242,642</b>	<b>250,237</b>	<b>Division Total</b>		<b>277,496</b>	<b>27,259</b>	<b>10.9%</b>

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			414		41470420			
			OPERATING GRANTS FUND		Para Transit Services			
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description	City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change	
0	0	170	619800	Other Contractual Services	0	-170	-100.0%	
0	0	170	Total	Maint & Operations	0	-170	-100.0%	
0	0	170	Division Total		0	-170	-100.0%	

**Expenditures and Appropriations  
By Object of Expense  
Fiscal 2021-22**

TRANSPORTATION			414			41470600		
			OPERATING GRANTS FUND			Rideshare		
Expend Actual 2019-20	Adopted Budget 2020-21	Adjusted Budget 2020-21	Expense Object	Expense Object Description		City Mgr Recom 2021-22	Change from Prior Yr Adjusted	% Change
17,142	0	609	517700	Ride Share Program		0	-609	-100.0%
790	0	0	517710	Employee Electric Vehicle Prog		0	0	0.0%
17,932	0	609	Total	Maint & Operations		0	-609	-100.0%
17,932	0	609	Division Total			0	-609	-100.0%

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**CITY OF CULVER CITY  
FISCAL YEAR 2021/2022  
PROPOSED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ	PROJECT TITLE	FY2020/2021 Revised Budget	FY2020/2021 Estimated Spend	FY2021/2022 Estimated Carryover	FY2021/2022 Proposed Budget
202	PZ948	Transfer Station Improvements	578,315	315,859	262,456	550,000
		<b>202 - REFUSE DISPOSAL FUND Total</b>	<b>\$ 578,315</b>	<b>\$ 315,859</b>	<b>\$ 262,456</b>	<b>\$ 550,000</b>
203	PB001	Battery Electric Buses	-	-	5,076,847	6,580,070
203	PB010	Transportation Facility Video Surveillance	-	-	49,675	150,000
203	PB002	Transportation Facility Electrification	-	-	-	1,517,750
203	PB003	Paratransit Vehicle Electrification	-	-	-	573,740
203	PB004	Circulator Vehicles - New 4	-	-	-	200,000
203	PB005	MicroTransit Vehicles - New 5	-	-	-	200,000
203	PB006	CityBus Tire Lease	-	-	58,428	90,000
203	PB007	Tactical Mobility Lane	-	-	1,054,272	200,000
203	PB008	Transportation Facility Improvements	-	-	330,000	666,480
203	PB009	Bus Stop Improvements	-	-	196,433	2,254,720
203	PB011	Transportation Vehicles	-	-	4,732	-
203	PB012	Transportation Equipment	-	-	21,348	-
203	PB013	Transportation Signal Priority	-	-	1,101,919	-
203	PB016	MAIOR - Workforce Management	-	-	550,182	-
203	PB017	Fleet Infrastructure Study	-	-	458,112	-
203	PB018	Shop Lifts	-	-	885,081	-
		<b>203 - MUNICIPAL BUS FUND Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,787,029</b>	<b>\$ 12,432,760</b>
204	PS012	Sewer Emergency Notification System	30,000	-	30,000	350,000
204	PW003	Fox Hills and Bristol Sewage Pump Station Diversion Pipelines	400,000	-	400,000	2,000,000
204	PZ230	Sewer Local & Emergency Repair	453,793	71,793	382,000	-
204	PZ521	Sewage Pump Station Improvements	275,000	19,088	255,912	120,000
204	PZ874	Bankfield Pump Station Sewer	357,668	84,312	273,357	-
204	PZ906	Priority Sewer Main Rehab	12,428	12,428	-	-
204	PZ946	Mesmer/Overland Sewer Pump Station Pipeline Diversion	10,208,486	9,569,712	638,774	-
		<b>204 - SEWER ENTERPRISE FUND Total</b>	<b>\$ 11,737,376</b>	<b>\$ 9,757,333</b>	<b>\$ 1,980,043</b>	<b>\$ 2,470,000</b>
205	PT003	Municipal Fiber Network	539,957	175,853	364,104	-
		<b>205 - MUNICIPAL FIBER NETWORK FUND Total</b>	<b>\$ 539,957</b>	<b>\$ 175,853</b>	<b>\$ 364,104</b>	<b>\$ -</b>
307	PB003	Paratransit Vehicle Electrification	-	-	-	262,977
307	PE004	City Vehicle - Equipment Replacement	-	-	304,151	1,236,500
		<b>307 - EQUIPMENT REPLACEMENT FUND Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 304,151</b>	<b>\$ 1,499,477</b>
417	PS005	Annual Street Pavement Rehabilitation Project	473,960	-	473,960	150,000
417	PZ546	Pavement Management Masterplan	14,491	-	14,491	20,000
417	PZ554	Minor Pavement & Concrete Improve	20,055	29	20,026	-
417	PZ599	Neighborhood Traffic Management Program	200,000	-	200,000	-
		<b>417 - COMMUNITY DEVELOPMENT FUND Total</b>	<b>\$ 708,506</b>	<b>\$ 29</b>	<b>\$ 708,478</b>	<b>\$ 170,000</b>
418	PS018	Ballona Creek Bike/Ped Path Sustainability, Safety and Accessibility Enhancements	-	-	-	647,660
418	PL003	Traffic Signal Washington Bl/Cattaraugus	6,390	-	6,390	-
418	PL004	Traffic System (TMSS) Gap Closure	161,533	-	161,533	-
418	PL006	La Ballona Safe Routes to School Project	1,047,138	1,047,138	-	-
418	PL007	Traffic Signal - Left Turn Upgrades	200,000	69,455	130,545	-
418	PO009	NEIGHBORHOOD NTMP	150,000	-	150,000	-
418	PS002	Signage and Marking Retroreflectivity Citywide	203,000	-	203,000	-
418	PS005	Annual Street Pavement Rehabilitation Project	899,458	10,400	889,058	450,000
418	PS008	Ped and Bicycle Programs (Match)	100,000	-	100,000	-
418	PZ428	Curb, Gutter, Sidewalk Replacement	118,035	516	117,519	-
418	PZ553	Higuera Street Bridge Replacement	103,807	-	103,807	-
418	PZ599	Neighborhood Traffic Management Program	272	-	272	-
418	PZ684	Street Light Upgrades	24,814	5,740	19,074	-
418	PZ826	Citywide Traffic Counts	-	-	-	30,000
418	PZ941	Safe Routes to School	-	-	-	200,000
418	PZ964	Higuera Bridge Ramp - Ballona Creek	20,000	-	20,000	-
		<b>418 - SPECIAL GAS TAX FUND Total</b>	<b>\$ 3,034,447</b>	<b>\$ 1,133,249</b>	<b>\$ 1,901,198</b>	<b>\$ 1,327,660</b>
419	PP010	Upgrade Vet's Ball Field Lighting	-	-	-	350,000
419	PP006	Tellefson Park Playground	283,875	259,436	24,439	-
419	PZ594	Fencing Replacement at Parks	11,663	1,445	10,218	-
419	PZ612	Upgrade Park Irrigation Systems	88,656	63,746	24,910	50,000
419	PZ640	Resurface/Restripe Sports Courts	216,994	178,034	38,961	-
419	PZ731	Lindberg Park	-	-	-	50,627
419	PZ876	Vet's Memorial Bldg Refurbish	67,461	-	67,461	-
419	PZ898	Playground Equip Repair at Parks	58,966	-	58,966	-
419	PZ899	Park Facilities Improvements	101,106	27,983	73,123	80,000
419	PZ922	Booster Pump Replacement Project	25,000	-	25,000	25,000
		<b>419 - PARK FACILITIES FUND Total</b>	<b>\$ 853,722</b>	<b>\$ 530,644</b>	<b>\$ 323,078</b>	<b>\$ 555,627</b>

**CITY OF CULVER CITY  
FISCAL YEAR 2021/2022  
PROPOSED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ	PROJECT TITLE	FY2020/2021 Revised Budget	FY2020/2021 Estimated Spend	FY2021/2022 Estimated Carryover	FY2021/2022 Proposed Budget
420	PT013	Development of Interactive Map and GIS Supporting Information	-	-	-	100,000
420	PT011	Network Rewiring at Police Department	-	-	-	150,000
420	PT012	Public Safety Camera Replacement	-	-	-	500,000
420	PE006	Air Purification Improvements	-	-	-	45,000
420	PS019	Overland/Ranch/Kelmore Intersection Redesign - Quick Build	-	-	-	40,000
420	PE002	Radio System Replacement	361,290	335,499	25,791	150,000
420	PF019	City Hall - Centennial Garden	50,179	5,929	44,250	-
420	PF020	Police Building Locker Rooms/Restrooms Rehabilitation	59,291	12,831	46,460	-
420	PF022	Veterans Memorial Complex/Senior Center Microgrid	-	-	-	82,000
420	PF025	Implementation of the Bicycle and Pedestrian Action Plan	200,000	-	200,000	-
420	PF029	Ivy Substation Building Improvements	100,000	-	100,000	-
420	PL005	Adaptive Traffic Control System	166,900	166,900	-	-
420	PL012	Automation of Lighting Timers (Downtown, Field Lights)	30,000	-	30,000	30,000
420	PO004	Tree Grate Replacement	-	-	-	20,000
420	PP002	Parks Power Gearbox Replacement	125,000	-	125,000	-
420	PS001	Concrete Street Rehabilitation	-	-	-	200,000
420	PS002	Signage and Marking Retroreflectivity Citywide	232,000	-	232,000	-
420	PS005	Annual Street Pavement Rehabilitation Project	-	-	-	500,000
420	PS006	ADA Transition Plan	20,000	-	-	-
420	PS014	Jackson Avenue Pedestrian Walkway Renovation	-	-	-	50,000
420	PT001	Wireless Deployment Strategy	2,331	2,330	-	75,000
420	PT007	Citywide Electronic Doc. Mgt. Sys.	14,642	6,642	8,000	-
420	PZ295	Alley Reconstruction - Citywide	1,230	1,230	-	-
420	PZ388	Technology Replacement Fund	56,074	-	56,074	-
420	PZ428	Curb, Gutter, Sidewalk Replacement	147,866	-	147,866	-
420	PZ429	Traffic Signal Replace/Upgrade	182,856	-	182,856	-
420	PZ497	Stormwater MS4 Permit Compliance Program	50,372	5,490	44,882	-
420	PZ553	Higuera Street Bridge Replacement	260,788	-	260,788	-
420	PZ554	Minor Pavement & Concrete Improve	16,105	7,128	8,977	120,000
420	PZ599	Neighborhood Traffic Management Program	270,088	106,870	163,217	-
420	PZ612	Upgrade Park Irrigation Systems	7,057	7,057	-	-
420	PZ636	Finance System Replacement	125,362	107,252	18,110	-
420	PZ638	Median Island Rehabilitation	60,683	-	60,683	-
420	PZ684	Street Light Upgrades	117,306	87,777	29,529	-
420	PZ754	Ficus Tree Replacement	-	-	-	25,000
420	PZ811	Citywide Speed Zone Study	161,082	2,475	158,607	-
420	PZ826	Citywide Traffic Counts	12,069	12,069	-	-
420	PZ844	UST Upgrades on City Property	71,508	10,582	60,927	-
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	119,721	47,413	72,308	-
420	PZ938	Citywide Bridge Repairs	71,431	-	71,431	-
420	PZ941	Safe Routes to School	319,273	-	319,273	50,000
420	PZ964	Higuera Bridge Ramp - Ballona Creek	206,000	-	206,000	-
420	PT010	Technology Innovation and Enhancements	70,000	-	-	-
		<b>420 - CAPITAL IMPROV AND ACQ FUND Total</b>	<b>\$ 4,015,553</b>	<b>\$ 1,231,574</b>	<b>\$ 2,693,978</b>	<b>\$ 2,137,000</b>
420F	PE005	Veterans Memorial HVAC Replacement + Decarbonization	-	-	-	230,000
420F	PF013	Fire Station Renovations	262,746	43,400	219,346	70,000
420F	PF023	Energy Efficiency Projects	50,000	-	50,000	-
420F	PZ132	Building Repairs	1,198,488	305,932	892,556	165,000
420F	PZ876	Vet's Memorial Bldg Refurbish	17,537	-	17,537	-
		<b>420F - Facilities Planning Reserve Total</b>	<b>\$ 1,528,771</b>	<b>\$ 349,332</b>	<b>\$ 1,179,439</b>	<b>\$ 465,000</b>
420M	PL005	Adaptive Traffic Control System	225,000	90,356	134,644	-
420M	PL008	Network-wide Signal System Synch	223,092	116,134	106,958	-
420M	PL010	Matteson-I-405 Area Traffic Review	146,947	-	146,947	-
420M	PO008	RANCHO HIGUERA NTMP	400,000	-	400,000	-
420M	PZ429	Traffic Signal Replace/Upgrade	579,336	65,369	513,967	-
420M	PZ460	Culver Blvd Realignment	521,829	521,829	-	1,278,000
		<b>420M - Mitigation Funds Total</b>	<b>\$ 2,096,204</b>	<b>\$ 793,687</b>	<b>\$ 1,302,516</b>	<b>\$ 1,278,000</b>
420R	PP011	Plunge Vessel Resurfacing	-	-	-	50,000
420R	PP012	Retractable Bollard Installation - Culver city park	-	-	-	40,000
420R	PF028	Parks Building Renovations	50,000	-	50,000	50,000
420R	PP008	Lindberg Park Improvement Project	2,325	-	2,325	-
420R	PP009	Sports Field Renovations	2,113	2,113	-	-
420R	PZ830	Skateboard Park Office	30,061	2,692	27,370	-
420R	PZ899	Park Facilities Improvements	47,677	47,154	523	-
		<b>420R - Recreation Facilities Reserve Total</b>	<b>\$ 132,177</b>	<b>\$ 51,959</b>	<b>\$ 80,218</b>	<b>\$ 140,000</b>

**CITY OF CULVER CITY  
FISCAL YEAR 2021/2022  
PROPOSED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ	PROJECT TITLE	FY2020/2021 Revised Budget	FY2020/2021 Estimated Spend	FY2021/2022 Estimated Carryover	FY2021/2022 Proposed Budget
420S	PS005	Annual Street Pavement Rehabilitation Project	600,711	240,711	360,000	360,000
		<b>420S - Sewer Fund Transfer Total</b>	<b>\$ 600,711</b>	<b>\$ 240,711</b>	<b>\$ 360,000</b>	<b>\$ 360,000</b>
423	PL005	Adaptive Traffic Control System	109,255	-	109,255	-
423	PL006	La Ballona Safe Routes to School Project	2,318,303	1,928,350	389,953	-
423	PL007	Traffic Signal - Left Turn Upgrades	3,908,033	1,762,713	2,145,320	-
423	PL008	Network-wide Signal System Synch	520,794	416,958	103,836	-
423	PO001	Urban Forest Mgt & Succession Plan	1,664	-	1,664	-
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	7,668,790	7,668,790	-	-
423	PS003	Traffic Signal Left-Turn Phasing	(16,639)	5,708	(22,346)	-
423	PS005	Annual Street Pavement Rehabilitation Project	70,100	-	70,100	-
423	PZ460	Culver Blvd Realignment	4,578,241	4,009,072	569,168	-
423	PZ497	Stormwater MS4 Permit Compliance Program	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	777,816	28,740	749,076	-
423	PZ938	Citywide Bridge Repairs	238,991	-	-	-
423	PZ964	Higuera Bridge Ramp - Ballona Creek	615,625	-	-	-
		<b>423 - CAPITAL GRANTS (CIP) FUND Total</b>	<b>\$ 28,941,925</b>	<b>\$ 15,945,073</b>	<b>\$ 11,649,698</b>	<b>\$ -</b>
428	PS006	ADA Transition Plan	268,693	-	268,693	-
428	PS009	ADA Curb Ramps (CDBG)	165,000	-	165,000	65,000
428	PS011	CDBG Sidewalk Barrier Removal & Repair Project	47,720	-	47,720	110,000
428	PZ295	Alley Reconstruction - Citywide	90,000	-	90,000	-
428	PZ428	Curb, Gutter, Sidewalk Replacement	10,901	-	10,901	-
		<b>428 - CDBG - CAPITAL FUND Total</b>	<b>\$ 582,314</b>	<b>\$ -</b>	<b>\$ 582,314</b>	<b>\$ 175,000</b>
431	PS005	Annual Street Pavement Rehabilitation Project	251,000	-	251,000	251,000
431	PZ950	Ped Improv-Intersects w/Bus Stops	74,000	-	74,000	-
		<b>431 - MEASURE R Total</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ 325,000</b>	<b>\$ 251,000</b>
434	PW004	Syd Kronenthal Park Stormwater Quality Improvement Project	-	-	-	50,000
434	PW005	Catch Basin Trash TMDL Retrofit	-	-	-	50,000
434	PR001	Washington Boulevard Stormwater Diversion	6,172,613	78,656	6,093,956	1,709,000
434	PR002	Culver Boulevard Stormwater Treatment	1,952,243	1,873,411	78,832	200,000
434	PR004	Stormwater Quality Master Plan	406,118	327,018	79,100	40,000
434	PR005	Mesmer Dry Weather Diversion Projec	118,657	96,725	21,932	812,500
434	PZ497	Stormwater MS4 Permit Compliance Program	867,312	278,250	589,062	347,000
434	PZ948	Transfer Station Improvements	13,002	8,815	4,187	-
		<b>434 - URBAN RUNOFF MITIGATION Total</b>	<b>\$ 9,529,946</b>	<b>\$ 2,662,876</b>	<b>\$ 6,867,069</b>	<b>\$ 3,208,500</b>
435	PF024	Expo To Downtown Multi-modal Corridor (First-Last Mile Project)	600,000	-	600,000	-
435	PO011	Metro Bike Share Program	612,473	-	612,473	-
435	PZ923	Fox Hills Bikeway and Traffic Calming Improvements	236,250	-	236,250	600,000
		<b>435 - MEASURE M Total</b>	<b>\$ 1,448,723</b>	<b>\$ -</b>	<b>\$ 1,448,723</b>	<b>\$ 600,000</b>
475	PF032	Pay on Foot Security Cameras	-	-	-	25,000
475	PA006	City-Owned Parking Lot Improvements	-	-	-	452,000
475	PA007	Ince Parking Structure - Parking Office Improvements	-	-	-	62,000
475	PF033	Ince Parking Structure Sewer Lateral Rehabilitation	-	-	-	120,000
475	PA001	Parking Meters Relocation Project	407,500	-	407,500	-
475	PA003	Ince Parking Structure Lighting	17,080	-	17,080	-
475	PF023	Energy Efficiency Projects	62,239	-	62,239	-
475	PO007	CITYWIDE SIGN UPDATES	100,000	-	100,000	-
475	PT009	Enterprise Camera System	921,800	-	921,800	-
475	PZ599	Neighborhood Traffic Management Program	100,140	50,402	49,738	-
475	PZ923	Fox Hills Bikeway and Traffic Calming Improvements	180,000	18,000	162,000	-
475	PZ929	Real Time Motorist Info System	171,617	18,652	152,965	-
475	PZ949	New Parking Meter Installation	3,686,177	268,901	3,417,277	50,000
		<b>475 - CULVER CITY PARKING AUTHORITY Total</b>	<b>\$ 5,646,554</b>	<b>\$ 355,955</b>	<b>\$ 5,290,599</b>	<b>\$ 709,000</b>
485	PZ553	Higuera Street Bridge Replacement	619,229	-	619,229	-
		<b>485 - COOP Unrestricted CAP Funds Total</b>	<b>\$ 619,229</b>	<b>\$ -</b>	<b>\$ 619,229</b>	<b>\$ -</b>
		<b>GRAND TOTAL</b>	<b>\$ 72,919,430</b>	<b>\$ 33,544,134</b>	<b>\$ 48,029,319</b>	<b>\$ 28,329,024</b>

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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

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#### **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

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#### **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

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#### **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.

**City Garage Fund** – For all activities of the City's central garage operations.

**Community Development Block Grant (CDBG)** – A U.S. Department of Housing and Urban Development grant to support economic development projects and social services for designated low-income areas.

**Comprehensive Annual Financial Report (CAFR)** – The official annual report of the City's financial condition at the conclusion of the fiscal year. The report is prepared to conform to Generally Accepted Accounting Principles (GAAP) for governmental units and presentation of the financial data in conformity with the Adopted Budget.

**Consumer Price Index (CPI)** – A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

**Contingency** – A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfalls and/or unknown expenditures, such as those for pending employee association salary settlements. Also referred to as appropriated reserves.

**Cost Accounting** – Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

**Debt** – An obligation from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, and notes.

**Debt Financing** – Issuance of bonds and other debt instruments to finance municipal improvements and services.

**Debt Instrument** – Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, Certificates of Participation (COPs), and assessment district bonds (LIDs). (See Bonds.)

**Debt Service** – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COPs).

**Debt Service Requirement** – The amount of money required to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Deficit** – (1) The excess of an entity's liabilities over its assets (see *Fund Balance*), or (2) the excess of expenditures or expenses over revenues during a single accounting period.

**Department** – An operational and budgetary unit designated by the City Council to define and organize City operations, or a group of related operations within a function area.

**Depreciation** – (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

## GLOSSARY OF TERMS

**Division** – An organizational unit consisting of program(s) or activity(ies) within a department which furthers the objectives of the City Council by providing services or a product.

**Encumbrance** – Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated. (See also *Purchase Orders*)

**Encumbrance Accounting** – Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized as an extension of the formal budgetary integration in the governmental funds. Encumbrances provide authority to complete these transactions as expenditures and represent commitments related to unperformed contracts for goods or services.

**Enterprise Fund** - A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These funds are entirely or predominately self-supporting.

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

**Expenditure** – The actual payment for goods and services.

**Expense** – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

**Expense Category** – Three expense object categories: Salaries and Wages; Supplies and Expenses; and Capital Outlay.

**Fee** – The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Fiduciary Funds** - Funds that contain assets held for others which cannot be used to support the government's own programs.

**Fiscal Year** – The period designated by the City for the beginning and ending of financial transactions. The Culver City fiscal year begins July 1 and ends June 30 of each year.

**Fixed Assets** – Non-consumable assets of long-term nature such as land, buildings, machinery, furniture, and other equipment.

**Franchise Fee** – A fee levied on a public service corporation in return for granting a privilege or permitting the use of public property. These fees are usually passed on the corporations' customers as a cost of doing business. Services subject to franchise fees include but are not limited to electricity, telephone, and natural gas.

**Fringe Benefits** – These include employee retirement, social security, health, dental, life insurance, workers compensation, uniforms and deferred compensation plans.

**Full-Time Equivalent (FTE)** – The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year, except as noted. Part-time services provided by casual/seasonal employees such as those for summer recreation programs are not included.



## GLOSSARY OF TERMS

**Fund** – Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

**Fund Balance** – The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) of a particular fund.

**Gann Appropriations Limit** – Article 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

<b>AB</b>	Assembly Bill	<b>CEQA</b>	California Environmental Quality Act
<b>ADT</b>	Average Daily Traffic	<b>CERT</b>	Community Emergency Response Team
<b>AIP</b>	Area Improvement Plan	<b>CHS</b>	Comprehensive Housing Strategy
<b>AQMD</b>	Air Quality Management District	<b>CIP</b>	Capital Improvement Project or Program
<b>ARRA</b>	American Recovery and Reinvestment Act	<b>CMP</b>	Congestion Management Program
<b>ATP</b>	Active Transportation Program	<b>CNG</b>	Compressed Natural Gas
<b>ATS</b>	Automated Traffic System	<b>COG</b>	Council of Governments
<b>ATSAC</b>	Automated Traffic Surveillance and Control	<b>COLA</b>	Cost of Living Adjustment
<b>AVL</b>	Automatic Vehicle Locator	<b>COPS</b>	Citizens' Option for Public Safety
<b>AVR</b>	Average Vehicle Ridership	<b>CPI</b>	Consumer Price Index
<b>BID</b>	Business Improvement District	<b>DAT</b>	Disaster Awareness Training
<b>BPAP</b>	Bicycle and Pedestrian Action Plan	<b>EEO</b>	Equal Employment Opportunity
<b>CAFR</b>	Comprehensive Annual Financial Report	<b>EIR</b>	Environmental Impact Report
<b>CalPERS</b>	California Public Employee's Retirement System	<b>EOC</b>	Emergency Operations Center
<b>CCARES</b>	Culver City Amateur Radio Emergency Service	<b>ERAF</b>	Educational Revenues Augmentation Fund
<b>CCEA</b>	Culver City Employees' Association	<b>ERF</b>	Equipment Replacement Fund
<b>CCMC</b>	Culver City Municipal Code	<b>FAA</b>	Federal Aviation Administration
<b>CCMG</b>	Culver City Management Group	<b>FAC</b>	Finance Advisory Committee
<b>CCPMG</b>	Culver City Police Management Group	<b>FAP</b>	Fare Allocation Plan
<b>CCPOA</b>	Culver City Police Officers Association	<b>FEHA</b>	Fair Employment and Housing Act
<b>CCRA</b>	Culver City Redevelopment Agency	<b>FEMA</b>	Federal Emergency Management Agency
<b>CCUSD</b>	Culver City Unified School District	<b>FMR</b>	Fair Market Rent
<b>CDBG</b>	Community Development Block Grant	<b>FSS</b>	Family Self Sufficiency
		<b>FTA</b>	Federal Transportation Administration
		<b>FTE</b>	Full-time Equivalent

## ACRONYMS

<b>GAAP</b>	Generally Accepted Accounting Principals	<b>MTA</b>	Metropolitan Transportation Authority
<b>GARE</b>	Government Alliance on Race and Equity	<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>GASB</b>	Governmental Accounting Standards Board	<b>NPP</b>	Neighborhood Preservation Program
<b>GIASP</b>	General Industrial Activities Storm Water NPDES Permit	<b>NTMP</b>	Neighborhood Traffic Management Plan
<b>GDP</b>	Gross Domestic Product	<b>OB</b>	Operating Budget
<b>GFOA</b>	Government Finance Officers Association	<b>OES</b>	Office of Emergency Services
<b>GIS</b>	Geographical Information Systems	<b>OPEB</b>	Other Post Employment Benefits
<b>HCVP</b>	Housing Choice Voucher Program	<b>OSHA</b>	Occupational Safety and Health Administration
<b>HIPPA</b>	Health Insurance Portability and Accountability Act	<b>PERS</b>	Public Employee Retirement System
<b>HUD</b>	Department of Housing and Urban Development	<b>PHA</b>	Public Housing Agency
<b>I &amp; A</b>	Improvements and Acquisitions	<b>PROP A And PROP C</b>	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
<b>ICRMA</b>	Independent Cities Risk Management Authority	<b>PSAF</b>	Public Safety Sales Tax
<b>IOD</b>	Injured On Duty	<b>PTA</b>	Public Transportation Account
<b>IT</b>	Information Technology	<b>RAP</b>	Rental Assistance Program
<b>JPA</b>	Joint Powers Authority	<b>RDA</b>	Redevelopment Agency
<b>LED</b>	Light Emitting Diodes	<b>RFP</b>	Request for Proposal
<b>LLEBG</b>	Local Law Enforcement Block Grant Program	<b>RFQ</b>	Request for Quotation
<b>LWCG</b>	Land, Water and Conservation Grant	<b>RHNA</b>	Regional Housing Needs Assessment
<b>MAP</b>	Mortgage Assistance Program	<b>RPT</b>	Regular Part-time
<b>MOE</b>	Maintenance of Effort	<b>RSVP</b>	Retired Senior Volunteer Program
<b>MOU</b>	Memorandum of Understanding	<b>SB</b>	Senate Bill
<b>MSW</b>	Municipal Solid Wastes		



## ACRONYMS

<b>SCAG</b>	Southern California Association of Governments
<b>SEMP</b>	Section 8 Management Assessment Program
<b>SERF</b>	Supplemental Equipment Replacement Fund
<b>SIF</b>	Self-Insurance Fund
<b>SOP</b>	Standard Operating Procedures
<b>SRTS</b>	Safe Routes to School
<b>SSMP</b>	Sewer System Management Plan
<b>STA</b>	State Transportation Assistance
<b>STPL</b>	Surface Transportation Program Local
<b>TCRF</b>	Traffic Congestion Relief Fund
<b>TCRP</b>	Technical Cooperative Research Project
<b>TDA</b>	Transit Development Act
<b>TMDL</b>	Total Maximum Daily Load
<b>TI</b>	Tax Increment <i>or</i> Tenant Improvement
<b>TOD</b>	Transit Oriented Development
<b>TOT</b>	Transient Occupancy Tax
<b>TSR</b>	Traffic Signal Repair
<b>UASI</b>	Urban Area Security Initiative
<b>UFS</b>	Universal Fare System
<b>UUT</b>	Utility User Tax
<b>VMC</b>	Veterans' Memorial Complex
<b>WCCOG</b>	Westside Cities Council of Governments
<b>WDR</b>	Waste Discharge Requirements
<b>WLAC</b>	West Los Angeles Community College

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## APPENDIX F

### OBJECT ACCOUNT NUMBERS DESCRIPTION

**NO.**

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#### **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.**

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**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.**

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**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.**

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**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, courier services, 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.**

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**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.**

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**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 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:

Christmas decorations	Personnel recruiting advertising
Bus advertising	Fiesta La Ballona

**517310 PUBLIC NOTICES**

Expenses associated with legal advertising and public notices and similar required noticing.

**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.)



**OBJECT ACCOUNT NUMBERS  
DESCRIPTION**

**NO.**

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**517700 RIDE SHARE PROGRAM**

Expenses related to the Ride Share Program, including employee incentive payouts and transit reimbursement payments.

**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.**

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**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.**

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**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.**

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**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.**

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**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.**

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**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.

**732160 IT EQUIPMENT - SOFTWARE**

Purchase of IT software including cloud-based subscriptions, etc.

**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.**

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**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.**

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**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.