



City of Culver City

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Staff Report Details (With Text)

File #: 19-218 **Version:** 1 **Name:** Salary Schedule and Proposed 17/18 Budget Amendments
Type: Minute Order **Status:** Consent Agenda
File created: 8/16/2018 **In control:** City Council Meeting Agenda
On agenda: 8/27/2018 **Final action:**
Title: CC - (1) Adoption of Resolution Approving a Revised Classification and Salary Plan for Miscellaneous Employees, (2) Approval of Proposed Budget Amendments for Fiscal Year 2017-18 (Four-Fifths Vote Requirement), and (3) Approval of Proposed Budget Amendments for Fiscal Year 2018-19 (Four-Fifths Vote Requirement).

Sponsors:

Indexes:

Code sections:

Attachments: 1. 2018-08-27 - File 19-218 Attachment.pdf

Date	Ver.	Action By	Action	Result
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Meeting Date: August 27, 2018

Contact Person/Dept: Jeff Muir/Finance Department

Phone Number: (310) 253-5865

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☒

Public Notification: (Email) Meetings and Agendas - City Council (08/21/18); (Email) Ongoing Topics - Fiscal and Budget Issues (08/21/18)

Department Approval: Jeff Muir, Chief Financial Officer (08/15/18)

RECOMMENDATION

Staff recommends the City Council (1) adopt a resolution approving a Revised Classification and Salary Plan for Miscellaneous Employees, (2) approve necessary proposed budget amendments for Fiscal Year ("FY") 2017-18, and (3) approve necessary proposed budget amendments for FY 2018-

19.

(Budget amendments require a 4/5ths vote)

BACKGROUND/DISCUSSION

Miscellaneous Salary Schedule

The attached resolution would revise the Classification and Salary Plan for the non-benefitted positions of Pool Manager, Lifeguard/Swim Instructor and Lifeguard. These adjustments were reflected in the Adopted FY 2018-19 Budget, but were erroneously not reflected on the previously adopted Salary Schedule for FY 2018-19. There is no additional funding required, this simply corrects the Classification and Salary Plan.

In the FY 2018-19 budget, City Council approved adding the Traffic Engineer back into the Public Works Department budget. The approved salary range was \$111,348 - \$135,911. The Public Works Director has subsequently reassessed this position, and recognizing the mobility landscape is rapidly changing, made a recommendation to the City Manager to enhance this position to include mobility-related issues under its purview. The proposed position, Mobility & Traffic Engineer, would head a newly created division focused on mobility and traffic related trends, anticipating community needs related to mobility and identifying mobility issues pertaining to development, as well as overseeing the City's street meter and residential permit parking programs. The estimated annual cost increase to the budget for FY 2018-19 for this enhancement would be \$17,440. The updated salary range is included on the attached Revised Classification and Salary Plan.

The City Manager is also requesting to upgrade the Administrative Services Director position to Assistant City Manager. In addition to continuing to oversee City Clerk, Cultural Affairs, Human Resources and Risk Management operations, this position would also be responsible for facilitating interdepartmental coordination and special city-wide projects. The annual cost increase for this enhancement is \$18,800. The updated salary range is included on the attached Revised Classification and Salary Plan.

Additional Funding Required for the Refuse Fund for FY 2017-18

The Refuse Fund has several remaining invoices totaling \$32,000 from FY 2017-18 that require additional budget authority in order to pay. A variety of factors led to several cost categories greatly exceeding what was projected in the FY 2017-18 budget for the Refuse Fund. The contract for processing recyclable materials expired in January 2018. The existing vendor informed the City they would not renew the contract due to China's changed policy to not accept recyclable materials. Prior to February 2018, the City received \$30 per ton for all recyclable materials, however starting in February 2018 the City was required to pay \$30 per ton, and this was not contemplated in the FY 2017-18 budget. Additionally, after the City's contract for hauling solid waste expired in April 2018, the successor contract included higher costs that were not factored into the FY 2017-18 budget. Staff has already administratively transferred all available budgetary savings from other Refuse Fund accounts to pay these unanticipated costs. Staff recommends the City Council approve a \$32,000 budget amendment to the Refuse Fund to pay the final invoices for FY 2017-18.

Additional Funding Required for the Van Scoyoc Associates Contract for FY 2018-19

On January 22, 2018, the City Council approved an agreement with Van Scoyoc Associates, Inc. for federal lobbyist services. The agreement was not-to-exceed \$33,000 for the remainder of FY 2017-18, and then authorized the City Manager to execute two one-year extensions not-to-exceed \$75,000 per year. Staff mistakenly did not include the \$75,000 in the FY 2018-19 budget, and therefore recommends a budget amendment to include it.

Additional Funding Required for the Performing Arts Program for FY 2018-19

The Performing Arts program provides funding for competitive performing arts grants for Culver City and Los Angeles County based non-profit performing art organizations for performances in Culver City. The Art in Public Places Ordinance allows for 25% of the money deposited into the Cultural Trust Fund in the previous fiscal year to be spent for this purpose. The total amount deposited into the Cultural Trust Fund in FY 2017-18 was \$830,000. However, this amount was not fully captured until staff was well into developing the FY 2018-19 budget and, therefore, the budget presented to City Council did not reflect this amount and the allocation was below the 25% maximum appropriation allowed. It is recommended that the Performing Arts program be increased by \$82,500, for a total of \$207,500. There are sufficient reserves in the Arts Fund to accommodate this.

Refurbishment of Caterpillar Loader Truck for FY 2018-19

During FY 2017-18, a new Caterpillar Loader Truck was purchased for use at the Transfer Station. Because it is critical to keep the Transfer Station fully operational during the day, there is an older model that has been retained in the fleet as a spare when service or repairs are required on the new vehicle. In order to ensure the reliability of the spare, it has been recommended to replace the engine with a refurbished one, and to refurbish the transmission, axle and brakes. The estimated cost is \$90,000. Staff recommends a budget amendment to the Asset Replacement Fund of \$99,000 (includes 10% contingency) to perform this work and extend the life of the spare vehicle.

FISCAL ANALYSIS

The budget amendment for the Refuse Fund for FY 2017-18 will appropriate an additional \$32,000 into account 20260410.615100 (Transfer Station - Refuse Disposal Services).

For the current FY 2018-19 budget, \$17,440 will be added to account 10160150.411100 (Engineering - Regular Salaries) for the Mobility & Traffic Engineer position; \$18,800 will be added to account 10122100.411100 (Human Resources - Regular Salaries) for the upgrade to the Assistant City Manager position; \$75,000 will be added to account 10110000.619800 (City Council - Other Contractual Services) for the Van Scoyoc Associates contract; \$82,500 will be added to 41322400.619800.PZ614 (Art Fund - Other Contractual Services) for the Performing Arts program; and \$99,000 will be added to 30770500.732120 (Equipment Replacement - Departmental Special Equipment) for refurbishment of the spare front loader.

ATTACHMENTS

1. Proposed Resolution for Revised Classification and Salary Plan for Miscellaneous Employees

MOTION

That the City Council:

1. Adopt a resolution approving a Revised Classification and Salary Plan for Miscellaneous Employees; and
2. Approve the Budget Amendments as proposed for FY 2017-18 (**budget amendment requires a 4/5^{ths} vote**); and
3. Approve the Budget Amendments as proposed for FY 2018-19 (**budget amendment requires a 4/5^{ths} vote**).