

**City Manager's Office-** Provides 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.



**Police Services** - Culver City provides a full-service Police Department that includes detective, traffic and special investigations. The Police Department consists of over 100 men and women dedicated to providing the highest level of police service to the residents, businesses, and visitors making Culver City one of the safest cities in California.

**City Attorney** - 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.



**The Equipment Maintenance and Fleet Services Division** is a full-service fleet agency, providing equipment maintenance, repair, welding and equipment replacement services for the City of Culver City. The Division is also responsible for the City's Air Quality Programs.

**Transportation Department-** Culver City Municipal Bus Lines provides public transit service on seven regular routes throughout Culver City. Major employment, health, commercial, educational, and recreational centers are serviced by Culver CityBus.



**Finance Department-** 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. 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.

## CITY OF CULVER CITY



### Mission Statement

*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 90 years of public service, by our present commitment, and by our dedication to meet the challenges of the future.*



The City of Culver City is a charter city incorporated in 1917, with a population of nearly 39,000 residents within five square miles and surrounded by nearly 370,000 households within a five-mile radius.



**Fire Services** - The Culver City Fire Department became the first Department in California to be accredited by the Commission on Fire Accreditation International (CFAI), and remains 1 of only 7 agencies in California CFAI accredited. In addition, the Department is also an Insurance Services Office, Inc. (ISO) Class 1 agency as a result of superior property fire protection, resulting in generally lower premiums and fire insurance costs for both home and business property in the community.



**Community Development** - The Community Development Department is responsible for guiding, monitoring, and facilitating development within Culver City. The five divisions that make up the Department each play a separate but mutually supporting role in community building.



**Public Works Department** provides 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.



**Information Technology** provides centralized information processing, telecommunications, and network services to all departments and divisions within the City. Information Technology provides project management, systems planning, design, and programming support for the enhancement of existing systems, as well as for the development and implementation of new systems.

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



**The Parks, Recreation and Community Services Department** provides 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.



**City Clerk** - Compiles and maintains a full record of all City Council proceedings; compiling and maintaining ordinance and resolution books; administering oaths and taking affidavits; preparing legal publications and notices; conducting general and special elections; and maintains a records management program for all departments.