PROPOSED WORK PLANS FOR CITY DEPARTMENTS

DEPARTMENT **PAGE**

POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2015-16 WORK PLANS

- Continue to implement the Strategic Plan goals.

  Status: Ongoing. The Department is continually implementing and maintaining our 2016-2019 Strategic Plan goals.

- Continue to pursue grants funding for improved traffic programs, community outreach, technology, equipment, vehicles and forensics.

  Status: Ongoing.

  On August 31, 2015, the Department received a FY 2015 grant award in the amount of $11,974 from the Department of Justice-Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Grant funds were used to off-set overtime costs related to backfilling positions due to sending police officers and non-sworn staff for California Peace Officer Standards and Training approved mental health training courses.

  On September 3, 2015, the Department received a FY 2015 grant award in the amount of $17,748.42 from the Department of Justice – Bulletproof Vests Partnership to cover one-half the costs of Department purchased bulletproof vests over the next two fiscal years.

  On September 8, 2015, the Department received a FY 2016 grant award in the amount of $115,000 from the California Office of Traffic Safety. Grants funds are to be 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, 2016.

  On September 15, 2015, the Department received a FY 2015 grant award in the amount of $17,245 from the Department of Justice – Paul Coverdell Forensic Science Improvement Grants program. Funds are used to prepare the Department's crime laboratory for accreditation by a reputable accrediting body, to cover crime scene certification and latent print certification for Forensic staff.

  On January 26, 2016, the Department submitted a FY 2017 grant application to the California Office of Traffic Safety in the amount of $145,639 requesting funds to continue and expand Traffic Safety Operations.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Continue to closely monitor the release of AB 109 offenders and continue our participation in the AB 109 task force.

  Status: Ongoing. The Department has assigned one police officer to the South Bay Realignment Task Force. The officer and Task Force are closely monitoring the release of AB 109 offenders into and around our community. We also coordinate communication efforts with County Probation (lead agency responsible for supervising offenders) so we have current and immediate information available to the officer and Task Force.

- Continue community outreach efforts to include Neighborhood Watch Program, Citizens Police Academy, Police Explorer Program, Coffee with a Cop and the use of social media programs such as Smart 911, Nixle, Facebook and Twitter.

  Status: Ongoing. We attended/conducted the following: 20 Neighborhood Watch Program meetings; One (1) Citizens Police Academy with 16 graduates; Two (2) Coffee with a Cop; One (1) National Night Out; and six (6) lunches with Culver City service groups. We are continually updating and providing information to the community through the use of social media programs such as Smart 911, Nixle, Facebook and Twitter.

  Currently, the Police Explorer Program has five (5) Explorers (field-ready) and one (1) Explorer Recruit (attending the Academy). The Explorers attend bi-monthly meetings for about 1.5 hours on the 1st and 3rd Tuesday of every month. During these meetings the Explorers are exposed to a variety of different lessons and hands-on experience. The Explorers enhance their field knowledge and experience thorough their participation in the Department's Ride-Along program and DUI checkpoints. Additionally, the Explorers participate in numerous community events such as the Culver City Car Show, La Ballona Festival, Culver City Healthy Family 5K Walk/Run, and Culver City Unified School District Summer Lunch Program.

- Implement an online traffic reporting system by July 2015.

  Status: Completed. The online traffic reporting system, LexisNexis eCrash, was implemented in July 2015. The service has alleviated time spent by Records staff retrieving and providing traffic reports to insurance entities.

- Continue a partnership with the School District in emergency preparedness, disaster planning and response to critical incidents.

  Status: Ongoing. The Department continues to foster a partnership with the School District and to discuss coordinated safety efforts and to provide safety training. The School Resource Officer has met with School Administration to discuss responses to critical incidents and to develop a safety plan for each individual school. There is continuing collaboration on improvement for safety and security. Staff will continue to meet with the School District and school staff to collaborate and coordinate safety efforts, safety plans and safety training.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Continue to work with Human Resources on recruiting sworn and non-sworn staff.

  Status: Ongoing. The Department hired six (6) sworn and six (6) non-sworn (three promotions and three new hires). We currently have two (2) sworn vacancies and 10 non-sworn vacancies.

  In partnership with the Human Resources Department, the Department provided Critical Incident training to city staff.

- Continue to facilitate a workshop with City Council Members to identify parking enforcement issues and strategy.

  Status: Ongoing. The Department meets bi-monthly with a City Council subcommittee consisting of two City Council members and other City Departments to identify parking enforcement issues and implement strategies.

- Increase the efficiency of 911 emergency dispatch determined by City Council direction following the final report released by the Association of Public Communications Officials (APCO).

  Status: Ongoing. Engaged in discussions with the Human Resources Department and the Bargaining Group regarding implementation.

- Continue to revisit the Police Department needs assessment including capital improvement needs.

  Status: Ongoing. Two capital improvement projects were completed; replaced the flooring on the second floor of the Police building and upgraded and consolidated two computer server rooms into one room. Based on the Department's needs assessment there are several capital improvement needs. Staff will coordinate with the Public Works Department and Finance Department to include the projects in the FY16/17 Capital Improvement Project Budget.

- Identify mental health resources available through partnerships (County Mental Health, local non-profits) for response, care and treatment of individuals in need. Pursue grant opportunities for new mental health programs.

  Status: Ongoing.

  During the first part of 2015 the Police Department developed a relationship with the Los Angeles County Department of Mental Health (DMH). In November 2015, a Memorandum Of Understanding was signed between both agencies for the purpose of developing a co-response model to be named the Culver City Mental Evaluation Team (CCMET). The Culver City Mental Evaluation Team (CCMET) consists of specially trained officers who pair up with a licensed mental health professional/clinician.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

On August 31, 2015, the Department received a FY 2015 grant award in the amount of $11,974 from the Department of Justice-Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Grant funds were used to off-set overtime costs related to backfilling positions due to sending police officers and non-sworn staff for California Peace Officer Standards and Training (POST) approved mental health training courses.

Staff reached out to LAPD's Mental Evaluation Unit and partnered with them to attend mental health training. LAPD has created a 40-hour Mental Health Intervention course. The course objectives have provided our officers with new skills and tools to better identify subjects suffering from a mental health crisis and to utilize effective de-escalation techniques needed to bring about a peaceful resolution to an incident.
Beginning in October through December 2015, we partnered with Santa Monica Police Department and L.A. County Department of Mental health to provide mental health awareness training to members of our department.

The Department has developed relationships with our local community resources. In December 2015 Exodus Recovery Center re-opened in Culver City. We have since worked with them to provide needed treatment to subjects experiencing a mental health crisis. We have also utilized the family support services provided by NAMI West Los Angeles (National Alliance on Mental Illness). We have referred families of mental health patients to NAMI for group support services to better understand and cope with what their family member may be experiencing. We are also developing a relationship with Didi Hirsh for referral services and treatment.

- Explore the feasibility of body cameras in conjunction with the in-car cameras and the result of pending legislation.

  Status: The in-car camera program was implemented in June 2015. The Department meets monthly with a committee made up of LA County agencies to discuss body camera issues including: implementation, functionality, litigation, legislation, cost, staffing, and more. The Department is currently working with vendors to conduct field tests with their body cameras. We are currently testing body cameras in the field. Staff will request funding approval during the FY 2016-2017 budget adoption.

- Implement the reclassification of non-sworn staff as approved to facilitate operational continuity and effectiveness.

  Status: Completed. One (1) Parking Supervisor, one (1) Sr. Forensic Specialist, one (1) Management Analyst-Crime Analyst and one (1) Police Records/Property Supervisor has been reclassified and/or recruitment occurred to fill the positions.

POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Continue to provide programs and resources to assist with the goals of My Brother's Keeper. Programs and resources include a School Resource Officer assigned to the schools, Police Explorer Program, and an active member of the My Brother's Keeper Committee and the City's Homeless Committee.

  Status: Ongoing.

  The Department has one (1) School Resource Officer assigned to the High School and Middle School. Currently, the Police Explorer Program has five (5) Explorers (field-ready) and one (1) Explorer Recruit (attending the Academy). The Explorers attend bi-monthly meetings for about 1.5 hours on the 1st and 3rd Tuesday of every month. During these meetings the Explorers are exposed to a variety of different lessons and hands-on experience. The Department has assigned one (1) Sergeant to participate on the My Brother's Keeper Committee and the City's Homeless Committee.

FISCAL YEAR 2016-17 WORK PLANS

- Continue to implement the Strategic Plan goals.
- Continue to pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, forensics and mental health resources,
- Continue to closely monitor the release of AB 109 offenders and continue our participation in the AB 109 task force.
- Continue community outreach efforts to include Neighborhood Watch Program, Citizens Police Academy, Police Explorer Program, Coffee with a Cop and the use of social media programs such as Smart 911, Nixle, Facebook and Twitter.
- Continue a partnership with the School District in emergency preparedness, disaster planning and response to critical incidents.
- Continue to work with Human Resources on recruiting sworn and non-sworn staff.
- Continue to facilitate a workshop with City Council Members to identify parking enforcement issues and strategy.
- Continue to revisit the Police Department needs assessment including capital improvement needs.

POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Continue to identify mental health resources available through partnerships (County Mental Health, local non-profits) for response, care and treatment of individuals in need. Pursue grant opportunities for new mental health programs.

- Finalize the research for the body-worn camera project and issue body-worn cameras.

- Continue to provide programs and resources to assist with the goals of My Brother's Keeper. Programs and resources include a School Resource Officer assigned to the schools, Police Explorer Program, and an active member of the My Brother's Keeper Committee and the City's Homeless Committee.

- Provide resources to the Culver City Centennial Celebration Committee.

- Participate in procedural justice training for sworn and non-sworn supervisors, *Procedural Justice for Law Enforcement Agencies: Organizational Change through Decision Making and Policy*. The U.S. Department of Justice-Community Oriented Policing Services Office is supporting national efforts to implement the recommendations outlined in the ***President's Task Force on 21st Century Policing*** **Report**.

FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2015-16 WORK PLANS

OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2015 Annual Compliance Report.

  Completed. Additionally, we received a letter from the Center for Public Safety Excellence (CPSE) commending us for the high quality of the report and our progress towards achieving our published goals.

- Formalize semi-annual program evaluation for Emergency Medical Services.

  Completed

- Continue to seek grant funding for Fire Department projects.

  Ongoing. The Department has successfully obtained two grants this year. This objective will be carried over to the FY 2016-17 work plans.

- Secure funding to repair/replace Fire Department training tower and facilities.

  Funding obtained. It is expected that repairs will be completed in late 2016.

- Support "My Brother's Keeper" initiative by participating in CCUSD's Shadow Program and the City's Youth Mentoring Employment Program.

  Completed. Between these two programs the Department hosted five students. The Department will continue to support CCUSD in both of these programs.

SUPPRESSION

- Develop and implement an Incident Safety Officer policy.

  Not completed. On track to be completed before June 30th.

- Implement a Peer Based Behavioral Health and Wellness Resiliency Program.

  Completed

- Enhance the Department's Technical Rescue Program.

  Ongoing. Substantial progress has been achieved in training, equipment, standard operating procedures and developing subject matter experts. More work needs to be done and this plan will be carried over to FY 2016-17.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

EMERGENCY MEDICAL SERVICES

- Implement *Electronic Patient Care Reporting (ePCRs).*

  Deferred to fiscal year 2016-17

- Implement a Basic Life Support ambulance program.

  Completed. Implemented on 8/18/15. Currently this unit is staffed 12 hour per day, 7 days a week. This plan will be carried over to FY 2016-17 with the goal of providing 24/7 coverage and the ability to peak staff a second BLS ambulance when needed.

- Research the feasibility of upgrading Engine 2 to full paramedic capability.

  Completed. Additional equipment costs have been identified and staffing needs evaluated. Upgrading Engine 2 to full paramedic capability will remain an option, but will not be implemented in FY 2016-17.

EMERGENCY PREPAREDNESS

- Increase stockpile of emergency water supplies. Stockpile to include 55 gallon drums of water and individual serving size cans. Locate stockpiles throughout the City at all three Fire Stations.

  Completed. Additional emergency water stockpiles have been placed at all three Fire Stations, Public Works, and City Hall.

- Increase stockpile of emergency shelter supplies using grant funding. Store at Red Cross approved shelter locations in the City.

  Completed

- Coordinate with IT the purchase and implementation of an Emergency Operations Center (EOC) planning and coordination computer software program.

  Completed

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Smart911, Facebook, and Twitter.

  Completed. This objective will be continued in FY 2016-17.

FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Provide support to Public Works and the Natural Hazard Mitigation Plan Steering Committee to facilitate that recommendations contained in the City of Los Angeles' "Resilience by Design" Report on seismic vulnerabilities are addressed in Culver City.

  Completed. The Natural Hazard Mitigation Plan has been completed and submitted to the state by Public Works.

FIRE PREVENTION

- Continue to look for ways to improve service delivery through the use of technology such as on-line permitting and plan check submittals, user friendly website with links to relevant information, and the use of social media for educational messages.

  Completed. Implementation of the Accela Software program has resulted in a streamlined permitting processes. Full online permit applications and plan checking is due to be implemented within the year. The Fire Department's website has detailed information on services, permits and fees. For the past year the Department has used Facebook and Twitter to distribute educational messages. This objective will be carried over to FY 2016-17 and refined to focus on the implementation of paperless tablet based fire inspections.

- Implement a Reserve Fire Inspector program to assist with counter coverage, answering phones, scanning plans, filing reports, and other duties as needed.

  Completed. This division currently has three volunteer reserve fire inspectors. Information on this program is available on the Department's website along with other volunteer opportunities.

- Look for opportunities to provide additional community outreach through public school education programs and community service organizations.

  Completed

- Identify and apply for grants that will support new or existing fire prevention programs.

  Ongoing. This item will be carried over to FY 2016-17.

TELECOMMUNICATIONS

- Continue to seek funding for the replacement of portable and mobile radios that have reached the end of their service life and no longer meet federal standards (e.g. P25 compliance).

  Completed. Upgrade of City's radio system expected to be complete in late 2016. This will be a new work plan for FY 2016-17.

- Upgrade Audio/Visual Technology in the City's Emergency Operations Center (EOC).

  Completed

FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2016-17 WORK PLANS

OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2016 Annual Compliance Report.
- Continue to seek grant funding for Fire Department projects.
- Complete repairs to the training tower located at 9275 Jefferson Blvd.
- Improve security and provide for ongoing maintenance of the radio tower property.

SUPPRESSION

- Enhance the Department's Technical Rescue Program.
- Replace the Department's aging Self Contained Breathing Apparatus (SCBA).
- Replace aging firefighter protective clothing.

EMERGENCY MEDICAL SERVICES

- Enhance Basic Life Support (BLS) ambulance program to provide for 24/7 staffing.
- Implement paperless Electronic Patient Care Reporting (ePCRs).

EMERGENCY PREPAREDNESS

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Smart911, Facebook, and Twitter.
- Create a Mass Care and Shelter Plan for the City and work with the PRCS Department to train staff.
- Prepare and distribute a Community Disaster Resource/Resilience Guide that will contain important Culver City specific information.

FIRE PREVENTION

- Implement paperless tablet based fire inspections.
- Complete the process to adopt the 2016 California Fire Code.

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Conduct community outreach through public school education programs and community service organizations promoting the Department's Smoke Detector Assistance Program.

TELECOMMUNICATIONS

- Complete the upgrade of the City's radio system.
- Complete station alerting system upgrade.
- Program fire and police radios to conform to the Tactical Interface Communications Protocol (TICP).

FINANCE

RESP. MGR.: JEFF MUIR

FISCAL YEAR 2015-16 WORK PLANS

Perform Mock IRS Audit of Payroll (Pending approval of one-time funding)

- RFP and award contract for an audit of payroll practices and compliance with IRS guidelines.

  RFP completed, agreement awarded to Moss Adams LLP. Completion will carry over to FY 2016/17.

Establish Contract City-wide Internal Audit Function (Pending approval of one-time and on-going funding)

- RFP and award contract with a qualified audit firm to perform a City-wide fraud risk assessment (one-time) and internal audit services (on-going).

  RFP completed, agreement awarded to Moss Adams LLP. Completion of internal control review and enterprise risk assessment estimated by end of June. On-going internal audit work will commence in FY 2016/17.

Financial System Implementation

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

  Implementation of timekeeping system is underway, with likely completion in early FY 2016/17. CAFR Statement Builder implementation was delayed due to staff turnover, and is expected to be completed during FY 2016/17.

Staffing of Finance Advisory Committee

- Continued support of the FAC and their Work Plan. Significant staff time is required.

  On-going.

Lockbox Payment Processing Implementation

- Implement lockbox payment processing for high volume monthly invoices.

  Based on a technology upgrade and interface capabilities, internal staff is able to process payments more effectively and this project is no longer being pursued.

Business Tax Auditing

- After lockbox implementation, utilize existing staff for auditing of business tax filings.

  Based on significant staff turnover, this item will be re-evaluated during FY 2016/17.

FINANCE

RESP. MGR.: JEFF MUIR

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Financial and Departmental Policies

- Complete policies and procedures manual for Finance Department.

  Delayed due to turnover in the Assistant Chief Financial Officer position. Deferred to FY 2016/17.

Redevelopment Agency Wind-Down

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

  On-going. Converted to annual ROPS process in January 2016.

FISCAL YEAR 2016-17 WORK PLANS

Complete IRS Review of Payroll

- Review of payroll practices and compliance with IRS guidelines.

Continue Internal Audit Function

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

Financial System Implementation

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

RFP for Banking Services

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

RFP for City-wide Historical Document Digitization

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

Municipal Code Updates

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

Financial and Departmental Policies

- Complete policies and procedures manual for Finance Department.

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Staffing of Finance Advisory Committee

- Continued support of the FAC and their Work Plan. Significant staff time is required.

Redevelopment Agency Wind-Down

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

INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2015-16 WORK PLANS

IT Strategic Direction – Cloud Solutions

- Implement cloud E-mail, E-Discovery and productivity solution within the Microsoft Office 365 suite. Complete evaluation and implement cloud online backup/recovery solution.

Status: Microsoft Office 365 pilot is in progress. Rollout of cloud E-mail and calendar functions to City staff is planned for summer 2016. Rollout of online productivity applications (Word, Excel, etc.), file storage and the E-Discovery module (in coordination with the City Attorney's Office) will begin in FY 16-17.

A cloud online backup vendor has been selected. Approval, contracting, and setup is planned for summer 2016 with full deployment following completion of Microsoft Office 365 cloud E-mail project.

Continue working with the City Attorney's Office to establish policies related to Email retention and Electronically Stored Information (ESI).

CRM Enhancements & Website Redesign

- Launch redesigned website.

Status: The redesigned website was launched in January 2016. The new site has been well received by the public. Staff continues to work with department liaisons to ensure content is updated regularly and remains current.

Staff is working with the CRM vendor to development a Culver City branded Android app to facilitate entering and tracking citizen requests into Culver City Connect. The iPhone app has already been made available.

The Department is also working through the City Manager's Office to establish a social media strategy and policies (in conjunction with the City Attorney's Office) to facilitate and advance the City's use of social media communication outlets.

Permitting Software Upgrade

- Complete upgrade of the City's Permitting System to include workflow, expanded online permitting, remote inspections, and interface to GIS.

Status: The new permitting system (Accela Automation) was launched in July 2016. The IT Department continues to work with all of the permitting divisions (Building Safety, Engineering, Fire Prevention, and Planning) to enhance system configurations and resolve post go-live issues. This project will continue into the next fiscal year which will include implementing additional functionality including online permitting, electronic plan submission, and remote inspections.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees. Proactively work with all city departments to analyze areas where technology can be implemented to enhance productivity and to leverage existing software solutions.

  Status: IT is updating the City's VPN (Virtual Private Network) infrastructure to support the latest Windows releases and web browser based VPN software. The upgraded system will be implemented April 2016.

  Uninterruptible Power Supply (UPS) units are used in various locations throughout the City to ensure continued network and phone communications in the event of a power outage. The batteries for all of the units are being evaluated and appropriate replacements are planned for summer 2016. The IT Department in collaboration with the Public Works Department will also analyze environmental issues in the data closets where the units are housed.

  IT staff are working with the Finance Department to implement a new timecard entry and reporting system. Specifically, IT has installed and configured the network infrastructure to facilitate timeclock entry at various City locations for the system.

  Installed and configuring the Housing Division's replacement applicant tracking system, Housing Pro.

  Participated in the Transportation Department's RFP process to replace their Bus Computer Aided Dispatch / Automatic Vehicle Location system, and acquire a new Bus Signal Priority System and Intelligent Transit Sign system. IT will continue to provide technical support throughout the selection, acquisition and implementation of the new systems.

  Continued providing technical support to the Transportation on three major schedule changes ("Shakes") and several minor schedule changes during the year. The Shake process encompasses new service schedules or route changes.

Technology Enhancement & Replacements

- Replace one-third of the City's obsolete PC inventory which equals approximately 137 workstations. This will be the third year of PC replacements. Once complete, it is expected that the replacement cycle will not begin again until FY 18/19.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Status: IT plans to complete the last cycle of PC replacements later this fiscal year. City Council approval will be requested for about 125 systems in May 2016. The exact number of units requiring replacement is being determined through an internal audit. The new units will be deployed in late early summer 2016.

A network performance audit is being conducted as part of a Cisco funded program at no cost to the City. The audit scope includes identifying performance issues and device end-of-life and or updates that may be required on all of the backbone network infrastructure.

Completed an evaluation of enterprise storage and will be increasing the available storage capacity to support data growth and new software projects.

WiFi Evaluation & Deployment

- Evaluate and update WiFi systems at City Hall and the Downtown corridor. Evaluate deploying WiFi to additional City locations.

Status: This project is currently on hold and will be re-initiated after the municipal fiber infrastructure is installed and available for City use.

Municipal Fiber Network Project

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

Status: On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. Staff continues to work with Mox and other stakeholders to move this project forward. The project team completed an evaluation of city infrastructure in locations where the new fiber strands will be installed in existing conduit. The evaluation confirmed that the new fiber can co-exist with current assets in areas where the project will leverage the City's conduit system. The project team is working toward completing the engineering drafting and design of the network. Staff is planning to return to City Council in May to request approval to release the RFP soliciting bids for the construction phase of the project.

IT Service Desk Software

- Replace internal service desk software with a solution that allows end-users to initiate a request for services and offers a knowledge portal (FAQ's) for troubleshooting and incorporates an inventory tracking module.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Status: IT evaluated three software vendors and selected SysAid, a cloud based software. The system is currently being piloted in IT. The self-service portal and related modules are in development and will be deployed city-wide in summer 2016.

Parking Subcommittee Initiatives

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

  Status: IT participated in the RFP development for both the Parking Permit software and License Plate Reader projects. Also participated in the RFP development and evaluation of responses for the Parking Guidance System for downtown Culver City parking structures. IT staff will continue to provide technical support for these project efforts.

Department Grant Tracking

- The department continues to participate in the city-wide use of eCivis to identify, monitor and track grants.

- *Status: The IT Department is not currently managing any grant awards. Staff continues to monitor opportunities in the areas of Municipal Broadband Access, Online Government (including website, mobile services), and Geographical Information Systems.*

FISCAL YEAR 2016-17 WORK PLANS

IT Strategic Direction – Cloud Solutions

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

Permitting Software Upgrade

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

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 2016-17 WORK PLANS

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

Technology Enhancement & Replacements

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

Municipal Fiber Network Project

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

IT Service Desk Software

- Implement SysAid modules for self-services including error reporting and password changes. Implement auditing and reporting modules for management. Investigate and implement work flow options for employee setups and changes, and project requests.

Parking Subcommittee Initiatives

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

Department Grant Tracking

- The department continues to participate in the city-wide use of eCivis to identify, monitor and track grants.

TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2015-16 WORK PLANS

- Implement the Real-time Bus Arrival Information System and the Bus Signal Priority System in Culver City by June 2016.

  Status: On December 14, 2015, staff received Council approval to combine the Real-Time Bus Arrival Information System and the Bus Signal Priority System projects into one project (ITS Project) and expand the project scope to include the SmartBus System Replacement Project. The budget has also been amended for the additional project scope. Staff has worked with the ITS Consultant to prepare the specifications and RFP for the ITS Project and released the RFP for the SmartBus Replacement, Real-Time Bus Arrival Information System, and the on-bus portion of the Bus Signal Priority project on January 29, 2016. The ITS Project is anticipated to be completed by June 30, 2018.

- Work with Public Works and the City of Los Angeles on the 1-10/Robertson/National Area Circulation Improvement Project, anticipated to be complete by September 2017.

  Status: Staff worked with LADOT to release the RFP and selected the firm (Michael Baker International) that will be conducting the various project studies. The project study process started in January 2016 and is anticipated to be completed by August 2019 (the project will take a minimum of 42 months to complete).

- Conduct Line-by-Line and Comprehensive System Analysis by December 2015.

  Status: Staff has worked with the consultant to conduct the majority of analyses as part of the Comprehensive System Analysis. Staff will continue to work with the consultant on the remaining analyses and the final report by June 30, 2016.

- Implement service changes based on the completion of the Comprehensive System Analysis.

  Status: Staff is working to finalize the Comprehensive System Analysis and will implement the service changes in the next several years depending on various other factors such as financial projections, additional facility space, number of available buses and personnel recruitment.

- Complete City Automobile Reservation System (CARS) and implement a cost effective pool car program. This project is anticipated to be completed by December 2015.

  Status: *Staff had contracted with a start-up technology company to implement a pilot pool car program, but progress was delayed when the company was acquired by a competing firm in August 2015. City staff has met with a number of service providers and continues to explore viable alternatives. The timeline is being revised for staff to make a contract decision by December 2016, with project implementation to occur in 2017.*

TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Continue to explore new technologies including alternative fuels and "next generation" propulsion systems, and evaluate performance of all-electric transit buses as a new operational mode within our region. Coordinate infrastructure improvements as needed to accommodate new vehicle fueling stations.

  Status: *Staff continues to research and explore industry trends including alternative fuels and "next-generation" propulsion systems. In September 2015, the Equipment Maintenance and Fleet Services Division was awarded a grant from the Mobile Source Air Pollution Reduction Review Committee and the South Coast Air Quality Management District for the purchase seven new heavy-duty natural gas vehicles and the installation of electric vehicle charging infrastructure at the Transportation Facility.*

- Implement the revised Accident Policy as follows:
  - Develop Accident Policy – August 2015
  - Policy Reviewed by Human Resources & Council – August – September 2015
  - Meet and Confer with CCEA – October – November 2015
  - Distribute Policy to Operators – December 3, 2015
  - New Accident Policy Effective January 1, 2016

  Status: The plan is in draft form at this time and the Transit Operations division has discussed it with Human Resources (HR). At this time, revisions are being made based on comments from both the HR Director and the Transportation Director.

- Consider the possibility of adding a video monitoring system, whereas passengers would see themselves boarding at the farebox in order to decrease fare disputes.

  Status: *All new transit buses (expected to be delivered June 2016) will come equipped with this technology. Equipment Maintenance and Fleet Services Division staff is evaluating the compatibility requirements for outfitting the existing fleet with similar monitoring systems. The anticipated project completion date is December 2016.*

- Develop and implement a comprehensive Transit Marketing and Outreach Plan by December 2015.

  Status: *Staff is working to establish a revised timeline for this item. Staff is in the process of developing a plan to allow for in increased marketing footprint that will expand the Public Relations program as well as opportunities to strengthen public and private stakeholder partnerships. The completed plan will include creation of education programs, general market outreach, social media and incentive programs.*

- Conduct the Federal procurement of twenty (20) CNG 40-foot buses. These new vehicles will replace twelve repowered transit buses which have reached the end of their useful life, and add eight to the existing fleet to accommodate enhanced service provisions in 2017 and onward.

  Status: Delivery of new transit buses is expected in June 2016. As funding becomes available, staff will continue to evaluate how to best accommodate enhanced service provisions.

TRANSPORTATION

2016-17
BUDGET

RESP. MGR.: ART IDA

FISCAL YEAR 2016-17 WORK PLANS

1. Explore emerging vehicle technologies for possible introduction into the City fleet including all-electric (EV), plug-in hybrid electric (PHEV), and natural gas solutions.

2. Work with a consultant on software program development to integrate Bus Operator daily work schedules with payroll records. An RFP for this project is anticipated to be issued in February 2017.

3. Implement the Culver CityBus SmartBus Project consisting of the SmartBus System replacement, Bus Signal Priority, and the Real-Time Bus Arrival Information System, and evaluate operational needs associated with implementation. The project is anticipated to complete by June 2018.

4. Review the Comprehensive System Analysis and determine potential service changes, with a mid-year analysis projected.

5. Evaluate by mid-year the possibility of fare increases.

6. Implement the Bus Stop Furniture Project. The project is anticipated to complete by June 30, 2017.

7. By October 2016, evaluate the feasibility of implementing demand response transit service.

8. Increase the Department marketing footprint via an expanded Public Relations program, and create opportunities to strengthen strategic public and private stakeholder partnerships. Plans will include educational programs, general market outreach, social media development, incentive programs and recruitment. Event planning and marketing will include the City Of Culver City Centennial Celebration and the Culver CityBus 90th Anniversary. Implementation targets include review and status updates in October, January and April.

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS

- Capital Improvement Program: Implement the City's Capital Improvement Program. *Ongoing FY 15/16.*

  Status: Ongoing Projects There are 20 projects currently under design, 2 under construction, and 3 completed. Many of the projects under design will begin construction during the summer months.

- Water Conservation: Prepare a Water Conservation Plan for the City and implement water saving measures for City facilities with an overall target reduction in water use of 20%. *The City Manager's recommended budget for FY 15/16 includes $200,000 for water conservation programs. Staff anticipated implementing the plan, once approved by City Council, in the 1^{st} and 2^{nd} quarters of FY 15/16.*

  Status: A landscape architect was hired to prepare drought-tolerant landscaping plans for City Hall that will be completed the 1st Quarter of 16/17; 2) a General Contractor was hired to modify or replace 282 water fixtures to reduce water use at 24 City facilities that will be completed during the 4th Quarter of FY 15/16; and 3) a citywide postcard was mailed providing notice of the City's enactment of Level 2 mandatory water use measures during the 1st Quarter of FY 15/16.

  Though the drought-tolerant landscaping plans will be completed, insufficient funds remain to implement them. The cost to implement City Hall's drought-tolerant landscaping plans will be requested in the FY 16/17 budget.

- Landscaping Standards for Residential Parkways: Release an RFP to hire a landscape architect to assist in preparing materials for use in holding community meetings to provide input in the development of residential parkway landscaping goals, standards and guidelines. *Complete and adopt parkway standards by the end of the 2^{nd} Quarter of FY 15/16.*

  Status: A consultant was selected and has prepared a draft for parkway standards, which is currently in review. The draft will be presented at a community meeting held in the 4th Quarter of FY 15/16 to receive input. The final draft will be presented to the City Council for adoption by the end of the 4th Quarter of FY 15/16.

- Turf Removal Incentive for Residents: The first 50 residents that apply for funding through the turf removal rebate program from the Metropolitan Water District will have their $176 bin rental fee waived for removal of their turf. Incentive program will be ongoing and evaluated throughout the year. *Ongoing FY 15/16*

  Status: Since the West Basin Water District discontinued their turf rebate program, there has not been a need for the city's turf removal incentive for residents. The incentive program will conclude at the end of FY 15/16.

- Operations Manual Update: Modify the existing 1990 operations manual to be in line with the City's policies and procedures and to reflect best management practices adopted by the American Public Works Association. *Completion of Operations Manual Update by the end of the 3^{rd} Quarter of FY 15/16.*

  Status: The Operations Manual update will be completed by the end of the 3^{rd} Quarter of FY15/16.

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Energy Efficiency: Upgrade various city facility lighting, mechanical and energy management control system systems to reduce the use of electricity. Funded primarily by cost savings generated by the project through on-bill financing. Continually seek grants and evaluate opportunities to further reduce electrical cost and consumption. *Completion of Energy Efficiency program by the end of the 2nd Quarter of FY 15/16.*

  Status: Upgraded five City facility lighting and mechanical energy management control systems to reduce the use of electricity. Funded primarily by cost savings generated by the project through SCE and Southern California Gas on-bill financing programs. The Energy Efficiency program will be completed by the end of the 3rd Quarter of FY 15/16.

- Hazard Mitigation Plan: Hire a consulting firm to prepare an 18-month Hazard Mitigation Plan through data gathering, workshops and development of mitigation strategies for the City and Culver City Unified School District. A grant was obtained from FEMA/OES to cover the cost to hire a consulting firm and a RFP was released in 3rd Quarter of FY 14/15. A consultant will be selected in the 4th Quarter of FY 14/15. *Completion of the Hazard Mitigation Plan by the end of the 2nd Quarter of FY 16/17.*

  Status: A consultant was selected and the plan was completed and submitted to FEMA/OES for review the 3rd Quarter of FY 15/16. It is anticipated that FEMA/OES will take 3 - 6 months to complete their review and the plan will be adopted in the 2nd Quarter of FY 16/17 by the City Council and Culver City Unified School District Board.

- CicLAvia Culver City meets Venice: Host an open streets event on Sunday, August 9, 2015 for pedestrians and cyclists to tour the streets, normally dominated by vehicles, from Culver City to Venice Beach. Collaboration with City of Los Angeles and CicLAvia to conduct outreach, coordinate street closures and provide staff for a safe and secure event. This is a grant funded project from Metro. *Completion of Open Streets Event in the 1st Quarter of FY 15/16 on August 9, 2015.*

  Status: The free open streets event, funded by Metro, "CicLAvia – Culver City Meets Venice" was held in the 1st Quarter of FY 15/16 on Sunday, August 9, 2015 from 9:00am – 4:00pm and attracted a crowd of over 60,000 participants.

- Student Banner Initiative for Centennial Celebration: The Public Works Department will coordinate with the Centennial Committee and Culver City Unified School District to conduct a banner competition with students for the selection of designs to be used in the Centennial Celebration on the Downtown Banners. *Selection of banners and installation to be completed by 2nd Quarter of FY 15/16.*

  Status: Meetings have been taken place with the Centennial Committee and School District to identify the process for the student banner initiative. The Centennial Committee has been provided with direction regarding the sponsorship process in the City and the timeline needed for the banners to be installed. Once the committee has finished their selection process and has the final artwork ready, the Public Works Department will work with them to have the banners printed and installed.

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Update of Bicycle and Pedestrian Master Plan (BPMP): Hire a consulting firm to conduct an assessment of existing conditions, engage the community to collect feedback and update the BPMP document for adoption by the City Council. *Completion of BPMP Update by the end of the 4th ^{d} Quarter of FY 15/16.*

  Status: A Bicycle and Pedestrian Advisory Committee was established by the City Council in the 2nd Quarter of FY 15/16 on February 8, 2016. Once the committee members have been recruited, the update of the Bicycle and Pedestrian Master Plan will move forward and involve the contributions of the committee. The adoption of the updated Bicycle and Pedestrian Master Plan will be completed by the 4th Quarter of FY 16/17.

- Implementation of BPMP: Seek funding opportunities to implement specific projects within the Bicycle and Pedestrian Master Plan. Where feasible continue to integrate bicycle and pedestrian related improvements into street related rehabilitation projects. *Completion of projects will be determined by funding availability.*

  Status: The successful grant award of $2.6 Million for improvements around La Ballona Elementary School is a project that accomplishes project elements in the BPMP. Grant opportunities will continue to be sought. There is also a current project to stripe bike lanes on Washington Boulevard occurring in the 4th Quarter of FY 15/16.

- Bike Share Feasibility Study and System Implementation: Hire a consulting firm to evaluate the feasibility of implementation of a Bike Share system in Culver City. Feasibility Study will include community need, readiness, cost estimations, site locations and funding options. Currently, the Department is seeking grant opportunities to cover the implementation of a Bike Share system in the City based on the outcome of the study. *Completion of the Feasibility Study by 3rd Quarter of FY15/16.*

  Status: A consultant will be selected by the end of the 4th Quarter of FY 15/16 to move forward with a feasibility study for a bike share system in the City.

- Americans with Disabilities Act Transition Plan: Retain a consultant for the creation of an American with Disabilities Act (ADA) Transition Plan for the public right-of-way. *Completion by the end of FY 15/16.*

  Status: Reviewing proposals in 3rd quarter. Award contract 4th quarter. Completion by the end of 2nd quarter FY 16/17.

- Explore the Development of a Bicycle Friendly Business Program. *Complete research and report recommendations to the City Council by the end of the 3rd quarter FY 15/16.*

  Status: Discussion of a Bicycle Friendly Business Program will be a task to occur with the implementation of the approved Bicycle and Pedestrian Advisory Committee. The inclusion of business owners in the committee will play a strong role in the development of a Bicycle Friendly Business Program. Research and a report of recommendations will be prepared by the 4th Quarter of FY 16/17.

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Safe Routes to School (non-infrastructure) Program: Continue the implementation of the four-year $500,000 citywide non-infrastructure grant focused on education, encouragement, enforcement and evaluation of safe routes to school. The program will enter its 3rd year in FY 15/16 and continues to educate students, parents and community members of the importance of safety. The upcoming year, the collaborative efforts of the City, School District and Consultant will result in bicycle safety events, parent and student bicycle education, family rides, distribution of safe route maps for each elementary school and collection of data for method of travel to elementary schools. *This is a grant funded project through secured monies from the Federal Safe Routes to School grant, which will continue through FY 16-17.*

  Status: During FY 15/16, a Safe Routes to School Visioning Symposium was held to brainstorm ideas that will help guide the program through its final year of funding. The brainstorming also included ideas for a sustainable program after the completion of the grant in FY 16/17.

- Safe Routes to School (Infrastructure) Project: Secure funding through the Caltrans Active Transportation Program (ATP) Cycle II Grant for Safe Routes to School infrastructure improvements surrounding La Ballona Elementary School. *Grant Application submitted on June 1, 2015. Award of funds announced by the end of 2nd Quarter FY 15/16.*

  Status: Grant funding for Safe Routes to School infrastructure improvements was awarded in the amount of $2.6 million. The project includes pedestrian and bicycle safety improvements surrounding La Ballona Elementary School funded through the Active Transportation Program (ATP). The scope of work includes upgrades to intersections, high visibility crosswalk, a new crosswalk on Washington Boulevard in front of the Mosque and a separated bike lane on Elenda Street. The project will begin in the 1st Quarter of FY 16/17 with a completion date in the 1st Quarter of FY 17/18.

- Speed Reduction Evaluation and Study at School Sites: Conduct analysis to determine if any school sites meet the criteria for possible speed reduction as outlined in State Law and implementing regulations. For any eligible sites, conduct necessary traffic studies to determine if reduction of the speed limit from 25 to 15 in the surrounding 1,000 foot radius is recommended. *Funds for evaluation will be pursued through the Neighborhood Traffic Management Program and grant opportunities.*

  Status: During FY 2015/2016, a feasibility study has been started and staff anticipates its completion during the 4th Quarter. Pending finalization of the feasibility study and its findings, staff will pursue implementation of recommendations for speed reductions that are compliant with State Law and the California Manual of Uniform Traffic Control Devices.

- Bike Facilities on Washington Boulevard between the Expo Station and Downtown: Study, develop conceptual ideas and conduct public outreach for the implementation of safe bike facilities on Washington Boulevard between the Expo Station and downtown Culver City to support possible implementation of a bike share system. *Completion of Study by the end of the 2nd Quarter of FY 15/16 dependent on funding availability.*

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Status: A consultant will be selected in the 4th Quarter of FY 15/16 to study the feasibility of bicycle and pedestrian improvement options to be presented to the Bicycle and Pedestrian Advisory Committee in the 1st Quarter of FY 16/17.

- Bike Rack Request Program Implementation: Through grant funds from the Bicycle Transportation Account (BTA), Phase I of the project was the installation of Bike Racks at predetermined locations based on the work performed as part of the Bicycle and Pedestrian Master Plan. Phase II of the project will continue in FY 15/16 and will entail installing bicycle racks at locations requested by residents and businesses who may apply for installation in an area where there is a perceived need. *Ongoing FY 15/16.*

  Status: Requests for bike racks are still being accepted and installed if the location is approved and meets all necessary standards. Two bike repair stations were installed in the City during 2nd Quarter FY 15/16. The bike repair stations are located at the bike path at Sepulveda and Culver Boulevards (east side) and at the bike path adjacent to Syd Kronenthal Park near the intersection of Jefferson and National Boulevards.

- Hetzler Road Pedestrian Trail Project: Work with project partners of the Hetzler Road Pedestrian Trail Project to secure additional funding and complete redesign to cut project costs in order to address the current budget shortfall of approximately $644,000. The City currently has a grant from the Baldwin Hills Conservancy (BHC) in the amount for $791,000 for this project. State Parks and the Mountains and Recreation Conservation Authority have identified additional funding for the project. The City is proposing funding in the FY 15-16 budget and will be requesting additional matching funding from the County of Los Angeles. *Completion of project by the end of the 3rd Quarter of FY 15/16.*

  Status: Working diligently with project partners; Baldwin Hills Conservancy, State Parks and Mountains Recreation and Conservation Authority, funds needed were identified and secured to complete the pedestrian trail. The contract for the construction and construction management were approved in 1st Quarter FY 2015/16. Construction is slated to begin in the 4th Quarter of FY 15/16 when the rainy season has ended. The anticipated completion of the project is 1st Quarter of FY 16/17.

- Undergrounding Public Utilities: Update the Municipal Code Chapter 5.04 Public Utilities. Recently a new utility undergrounding district was created and during the research for the item it was determined that the existing Ordinance on undergrounding utility districts was adopted in 1965 and not updated since then. With the increase in new fiber and cable line applications in the City it is necessary to update the Ordinance. Staff will work closely with the City Attorney's office and their Consultant attorney to update the Undergrounding utility Ordinance. *Completion by end of 4th Quarter of FY 2015/16.*

  Status: A consultant is developing standard conditions of approval for wireless installations in the public right of way. The update to the Ordinance will be continued to next Fiscal Year due to other high priority projects.

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Review City Boundary Legal Descriptions for New GIS Map Book: Clarify the city boundaries between Culver City and City of Los Angeles to facilitate Fire Department and Police Department emergency responses. This work will be done pending funding availability and in coordination with the Information Technology Department. A meeting was conducted with several adjacent agencies on September 12, 2013 to work on boundary issues in the 2nd Quarter. Work continues to clarify areas of discrepancy. *Ongoing effort to be completed over several years.*

  Status: Due to resignations of several GIS interns, this project has been postponed to next Fiscal Year.

- Create City Street Map Book: Continue to provide technical engineering support to the Information Technology Department for the completion of an updated City Street Map Book. *Completion in the 2nd Quarter FY 15/16.*

  Status: Due to resignations of several GIS interns, this project has been postponed to next Fiscal Year.

- Public Sewer Easement: Research acquiring easements for public sewer mains on private properties where no easement can currently be documented and determine an action plan. *Completion by the 1st Quarter FY 15/16.*

  Status: This has been put on hold due to focus on higher priority projects.

- Update the Culver City Municipal Code Section 15.10 Subdivisions Ordinance: Work closely with Community Development Department to update the Municipal Code to be more consistent with the State Map Act. *Begin FY 14/15 with anticipated completion of 4th Quarter FY15/16.*

  Status: Due to large increase in private development the update has been postponed to next Fiscal Year.

- Update Trash Enclosure Standard Detail: Modify Chapter 5.01 Solid Waste Management of the Municipal Code, specifically 5.01.100 New Construction Requirements to provide a comprehensive plan and standards for the design of solid waste (refuse) and recyclable material storage areas. *Completion by the 2nd Quarter FY 15/16.*

  Status: Environmental Programs and Operation Staff completed draft Trash Enclosure Standards and Guidelines. Plans are being routed for Planning, Building Safety, Engineering, and Fire Prevention Division staff review. Anticipate completion by 4th Quarter FY 15/16.

- Recycled Water: West Basin Municipal Water District imports treated water from the Hyperion Treatment Plan and then treats the water using reverse osmosis and makes it available for irrigation and industrial purposes. West Basin wholesales recycled water at a rate lower than imported potable water. This recycled water is distributed via a 'purple' pipeline and one such line exists at Playa Vista adjacent to Culver City. Staff and/or consultant would explore grant opportunities available in Proposition 1 Water Bond 2014 to extend this

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

'purple' pipeline to Culver City in order to provide recycled water to City parks and industrial users. *Ongoing as grant opportunities will continue to be available in future fiscal years.*

Status: City efforts is dependent upon West Basin's progress/interest in extending the purple line to Culver City and its surrounding areas.

- Urban Tree Canopy Study: Work with local academic/research entities to assist the City in developing an Urban Tree Canopy Study (UTCS). The UTCS will be used as a supplement to the City's proposed Urban Forest Management Plan that is currently under development and tree mapping data that was prepared by Tree People. A UTCS is an effective tool for urban forestry management and planning to prioritize tree plantings in areas where the City is lacking suitable canopy coverage and to develop tree canopy guidelines and priorities. *The study will occur by the end of the 3rd Quarter FY15/16*

  Status: The study and release of the RFP for the UTCS will begin pending the final adoption of the Urban Forest Management Plan, scheduled for March 28, 2016. The Urban Forest Management Plan will provide a strong foundation for the UTCS. The new anticipated start of this study is 1st quarter of FY 16/17.

- Storm Water Program Management: Work with Ballona Creek and Marina del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollutant Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. *EWMP/CIMP plans are scheduled for submittal to the RWQCB in 4th Quarter FY 14/15. Watershed agencies will begin preliminary design of projects within their jurisdictions while the EWMP/CIMP plans are being reviewed by the RWQCB. In 1st Quarter FY 15/16, Staff will perform preliminary investigations and preliminary design of the Culver Median Regional Infiltration Project, and private property measures within the Marina del Rey watershed. These efforts will depend on storm water funding and cost sharing agreements.*

  Status: EWMP/CIMP were returned to agencies with comments from Regional Board during 2nd Quarter FY15/16. Agencies have addressed Regional Board's comments and submitted revised EWMP/CIMP in 3rd Quarter FY15/16. The Costco Infiltration project is currently in the planning stage.. Staff has been meeting with Costco representatives to develop a project agreement and the RFP for design is scheduled to be released in the 1st Quarter of FY 16/17.One other upcoming project is the Culver Boulevard Median project scheduled to begin in 2018 pending funding availability including successful receipt of grant funding..

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are being used to reduce pollution as required twice within the five-year term of the NPDES permit. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). *Inspections of all required facilities were conducted in FY 14/15 including implementation of the Clean Bay Program at restaurants. A round of restaurant inspections will be conducted in 2nd Quarter FY 15/16 as part of continued implementation of the Clean Bay Program.*

  Status: A round of inspections that was conducted in 2nd and 3rd Quarters FY15/16, included 150 restaurants and 50 industrial facilities.

- Storm Water Funding: Work with the Finance Department, City Attorney and City Manager to explore funding options appropriate to fund storm water mandates. Complete ongoing stormwater funding strategy discussions and if determined to be appropriate, initiate proceedings required to secure funding required to complete projects and programs identified in the Enhanced Watershed Management Programs (EWMP) and Coordinated Integrated Monitoring Plans (CIMPs). *Initiate proceedings, if determined to be appropriate, to secure stormwater funding in 1st Quarter FY 15/16.*

  Status: FM3 (consultant) submitted proposal to conduct public opinion survey research for the City in 3rd Quarter FY15/16.

- Green Streets Projects: Develop a plan for construction of Green Street projects for inclusion in future Capital Improvement Program budgets. The plan will use the findings from the EWMPs and will identify the magnitude of Green Street projects required to achieve compliance with stormwater regulations. *Develop a Green Streets project plan by 2nd Quarter FY 15/16.*

  Status: Green Street Masterplan's RFP was placed on hold pending Regional Board's approval of the EWMPs.

- Sewer System Regulatory Compliance: Implement the findings of the audit of the City's wastewater program conducted by the State in December 2014. Continue to submit mandated sewer system operation reports through the State's on-line system. Perform required training of staff regarding the City's Sanitary Sewer Management Plan (SSMP) to assure that critical procedures are followed during maintenance and emergency activities. Develop standard operating procedures for sewer operations and asset management. *Implementation of audit findings will commence in 1st Quarter of FY15/16 as well as the development of SOPs. Training will take place in 2nd Quarter. Compliance reporting will take place throughout the fiscal year.*

  Status: City did not receive results from the State audit.

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Industrial General NPDES Permit Compliance: Implement 85th percentile storm storage and diversion system at the Culver City Transfer Station to enhance stormwater discharges from the site. *Complete design and advertise for construction bids in 1st Quarter FY15/16.*

  Status: Design has been completed. Staff is in the process of obtaining approval from City of Los Angeles for discharge of captured run-off and anticipate approval in 4th Quarter FY15/16. Staff plans to submit a grant application to Baldwin Hills Conservancy for the Proposition 1 Grant in late 3rd Quarter FY15/16 (due date: March 31, 2016).

- Standard Operating Procedures: Hire a consultant to assist staff in developing standard operating procedure for refuse collection and welding operations. *Staff anticipates completion by 4th Quarter FY 15/16.*

  Status: Staff is reviewing the Transfer Station operation and roll off operation SOPs. Review of draft SOPs to be completed by 4th Quarter FY15/16.

- Billing Audit: Hire a consultant to conduct a comprehensive audit of the Environmental Programs and Operation Division's Route Account Management System to reconcile customer refuse service level with services billed. *Staff anticipates audit completion by 4th Quarter FY 15/16*

  Status: Staff is researching and developing scope of services for RFP to hire consultant.

- Marketing Piece: Create a marketing piece that highlights the environmental programs offered by the City. The piece could be used to educate the community about recycling, collection event dates, storm water best practices, and sustainable living. *Staff anticipates audit completion by 4th Quarter FY 15/16*

  Status: Completed. The "Think Green Culver City" newsletter was created and distributed in January 2016. The newsletter included upcoming events and programs as well as information about new legislation. The next publication of the newsletter is scheduled for April/May 2016 edition.

- Organic Recycling Program: Continue to promote the City's organic recycling program to the business community. *Ongoing FY 15/16*

  Status: Ongoing. Staff is evaluating routing options, equipment needs and staffing levels to accommodate the service.

PUBLIC WORKS

2016-17
PROPOSED BUDGET

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS

- Bike Share Feasibility Study and Comparison Report: Hire a consulting firm to evaluate the feasibility of implementation a Bike Share system in Culver City. Feasibility Study will include community need, readiness, cost estimations, site locations and funding options. The feasibility study will be used to prepare a report and provide options to the City Council for moving forward with the bike share strategy deemed most appropriate. *Completion of the Feasibility Study and Comparison Report by 2nd Quarter of FY16/17.*

- Update of Bicycle and Pedestrian Master Plan (BPMP): Hire a consulting firm to conduct an assessment of existing conditions, engage the community to collect feedback and update the BPMP document for adoption by the City Council. *Completion of BPMP Update by the end of the 4th Quarter of FY 16/17.*

- Implementation of ATP Grant Safety Improvement Project: Grant funds for Safe Routes to School infrastructure improvements were awarded in the amount of $2.6 million through the Active Transportation Program (ATP). The scope of work includes upgrades to intersections, high visibility crosswalk, a new crosswalk on Washington Boulevard in front of the Mosque and separated bike lane on Elenda Street. *The project will begin in the 1st Quarter of FY 16/17 with a completion date in the 1st Quarter of FY 17/18.*

- Seek Grant Funding for Active Transportation Project: Secure funding through the Caltrans Active Transportation Program (ATP) Cycle III for bicycle and pedestrian improvements. *Grant Application to be submitted June 2016. Award of funds announced by the end of 2nd Quarter FY 16/17.*

- Bike Facilities on Washington Boulevard between the Expo Station and Downtown: Working with the retained consultant, the Public Works Department will develop conceptual ideas and conduct public outreach for input and feedback. The final study will outline the implementation of safe bike facilities on Washington Boulevard between the Expo Station and downtown Culver City. *Completion of Community Meetings and Study by the end of the 2nd Quarter of FY 16/17.*

- Facilities Assessment Study: In 2006, the Public Works Department utilized consultant to conduct a citywide facilities assessment/condition study on City-owned facilities. The study focused on building exterior, interior, roofing, electrical, HVAC, and plumbing. The study also included a 10-year forecasted cost estimate for replacement of major components at each facility; some of which has been addressed through past Capital Improvement Projects. The existing Assessment Report is a critical tool when planning and evaluating capital improvement projects for the City's various facilities. The existing 2006 report is 10 years old and requires updating at a cost of $90K. Staff will be looking into conducting a new RFP to have a new facilities assessment/condition study/asset management plan prepared as an update to the previous one. *The RFP process will occur in the 1st quarter of FY 16/17and assessment completed by the end of the 3rd Quarter of FY 16/17.*

- Energy Efficiency: Retrofit the Ince Parking Structure facility lighting to reduce the use of electricity at a cost of $265K. The project is funded primarily by a loan from SCE through their on-bill financing program that is paid back through cost savings generated by the project. Continually seek grants and evaluate opportunities to further reduce electrical consumption. *Completion of project by the end of the 2nd Quarter of FY 16/17.*

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Energy Cost: The City pays a premium for the use of electricity during peak demand periods. This project would evaluate the effectiveness of installing battery storage systems at various City facilities and if recommended, purchase or lease the systems for use during peak demand periods to reduce the City's cost of electricity. Continually seek grants and evaluate opportunities to further reduce electrical cost. *Complete analysis by the end of the 1st Quarter of FY 16/17.*

- Preparation of a Sustainable City Plan and implementation of a Green Business Certification Program: Public Works will work in conjunction with Community Development and Community Services and Parks and Recreation Departments to assist the City Manager's Office with preparing the plan. Release of a RFP to hire a consultant(s) to prepare a City Sustainability Plan (including preparation of a Climate Action Plan with a Greenhouse Gas Emissions Inventory) and implement a Green Business Certification Program will occur in the 1st Quarter of FY 16/17. *The Certification program would commence in the 2nd Quarter of FY 16/17 for a one-year trial period and the Sustainability Plan will be completed the 3rd Quarter of FY 17/18.*

- Solar Study: Now that the City has completed energy efficiency upgrades at its five largest facilities, release a RFP to enter into an agreement with an engineering firm to determine the technical and financial feasibility of implementing rooftop and parking facility photovoltaic energy generation systems at various City facilities. *The study will be completed by the end of the 3rd Quarter of FY 16/17.*
- Water Conservation: Implement the drought-tolerant landscaping plans developed for City Hall by releasing a notice inviting bids to secure a landscape contractor to modify the irrigation system and to purchase and plant the various species. *The project will be completed by the end of the 3rd Quarter of FY 16/17.*

- Storm Water Program Management: Work with Ballona Creek and Marina del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollutant Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. *Regional Board will either approve or ask for more revision of EWMP/CIMP by 1st Quarter FY16/17. Meanwhile, Staff will release Request for Proposals on the design phase of the Culver Boulevard Median Regional Infiltration Project and the Washington Boulevard Infiltration Project by 2nd Quarter FY16/17.*

- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are being used to reduce pollution as required twice within the five-year term of the NPDES permit. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). *The final set, Cycle 3, of inspections will be conducted in 2nd and 3rd Quarter FY16/17. Staff will work with SMBRC's staff to highlight the Clean Bay Program in Culver City in 1st Quarter FY16/17.*

PUBLIC WORKS

2016-17
PROPOSED BUDGET

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Storm Water Funding: Work with the Finance Department, City Attorney and City Manager to explore funding options appropriate to fund storm water mandates. Complete ongoing stormwater funding strategy discussions and if determined to be appropriate, initiate proceedings required to secure funding required to complete projects and programs identified in the Enhanced Watershed Management Programs (EWMP) and Coordinated Integrated Monitoring Plans (CIMPs). *Based on FM3's survey results, package a ballot measure for 2nd Quarter FY16/17.*

- Green Streets Projects: Develop a plan for construction of Green Street projects for inclusion in future Capital Improvement Program budgets. The plan will use the findings from the EWMPs and will identify the magnitude of Green Street projects required to achieve compliance with stormwater regulations. *Release RFP for development of Green Streets Masterplan by 2nd Quarter FY16/17. Develop Green Streets Masterplan by 2nd Quarter FY17/18.*

- Proposition 50 Grant – Maintenance of Best Management Practices (BMPs): All construction elements of the grant project are complete. Maintenance of BMPs must be completed for continued effectiveness of project features. *Baldwin/Farragut rain gardens will have a redesigned inlet and replenished top soil. Maintenance of the Ballona Creek gardens will include clearing of area drains and troughs. . All retrofitted catch basins with screens will be cleaned on a monthly basis during the wet season and once during the dry season.*

- Sewer System Regulatory Compliance: Implement the findings of the audit of the City's wastewater program conducted by the State December 2014. Continue to submit mandated sewer system operation reports through the State's on-line system. Perform required training of staff regarding the City's Sanitary Sewer Management Plan (SSMP) to assure that critical procedures are followed during maintenance and emergency activities. Develop standard operating procedures for sewer operations and asset management. *City did not receive results from the State audit; however, the development of Standard Operating Procedures will commence 1st Quarter FY 16/17. Training will take place in 2nd Quarter. Compliance reporting will take place throughout the fiscal year.*

- Industrial General NPDES Permit Compliance: Implement 85th percentile storm storage and diversion system at the Culver City Transfer Station to enhance stormwater discharges from the site. *Advertisement of construction bids is anticipated in 2nd Quarter FY16/17 after results of Baldwin Hills Conservancy Proposition 1 Grant has been determined in 1st Quarter FY16/17.*

- Standard Operating Procedures: Hire a consultant to assist staff in developing standard operating procedure for refuse collection and welding operations. *Staff anticipates completion by 4th Quarter FY 15/16. Second phase of SOP to include field collection and vehicles scheduled for completion by 2nd Quarter FY16/17. Training of staff after approval of SOP is estimated for 4th Quarter FY 16/17.*

- Billing Audit: Hire a consultant to conduct a comprehensive audit of the Environmental Programs and Operation Division's Route Account Management System to reconcile customer refuse service level with services billed. Audit completion is anticipated in 4th Quarter FY 16/17. *Staff is researching and developing scope of services for RFP to hire consultant. Staff will issue RFP in 1st Quarter FY 16/17.*

PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Marketing Piece: Create a marketing piece that highlights the environmental programs offered by the City. The piece could be used to educate the community about recycling, collection event dates, storm water best practices, and sustainable living. *Staff will continue updates of marketing material throughout FY 16/17.*

- Organic Recycling Program: Continue to promote the City's organic recycling program to the business community. *Staff will review the program and develop additional marketing pieces through FY 16/17.*

- Washington Boulevard Infiltration Project: Implement 85th percentile storm storage and infiltration system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. *Collaboration with Costco, ongoing FY 16/17. Management of grant from LA County Regional Park and Open Space, ongoing FY 16/17. Staff to release RFP for design in 1st Quarter FY 16/17.*

- Culver Boulevard Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek watershed EWMP. *Submitted Proposition 84 grant application and will submit Proposition 1 Grant (4th Quarter FY 15/16). Staff to release RFP for design in 1st Quarter FY 16/17. Collaboration with City of LA, ongoing FY 16/17.*

- Mesmer Pump Station Diversion Project: Decommission of the Mesmer Pump Station as a sanitary sewer station and utilize it as a pump station to divert urban runoff from Centinela Creek to Hyperion Treatment Plant to comply with Ballona Creek Bacteria TMDL. *Staff to release RFP for design in 2nd Quarter FY 16/17.*

- Transfer Station Rain Garden: As part of the Transfer Station Diversion System Project, implement Rain Garden in front of the Transfer Station Building along Jefferson Boulevard to capture and infiltrate roof run-off. *Will submit a grant application to Baldwin Hills Conservancy for the Proposition 1 Grant by March 31, 2016. Staff's in-house design to be completed 1st Quarter FY 16/17. Release advertisement of construction bids along with Transfer Station Diversion System Project in 2nd Quarter FY 16/17 after results of Proposition 1 Grant has been determined.*

- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: Develop SWPPPs for City Yard and Fire Station(s)/Police Station that has a fueling station. *Staff to complete draft by 1st Quarter FY 16/17. Approval of plans by 3rd Quarter FY 16/17.*

HUMAN RESOURCES

RESP. MGR.: SERENA WRIGHT

FISCAL YEAR 2015-16 WORK PLANS

Contract Negotiations
Human Resources will support the City Manager's Office in negotiations for successor Memorandum of Understanding with the following recognized bargaining units:

- Culver City Police Management Group – contract will expire on December 31, 2015

Status: Negotiations were successfully concluded in June 2015.

Employee Wellness Program
Develop an ongoing program to educate and motivate City employees to live a healthy lifestyle.

Status: Completed and ongoing. The Employee Wellness Program commenced in January 2016, offering physical fitness activities and educational workshop sessions. The associated employee website will launch in May 2015 and will provide additional resources, classes, contests and event schedules.

Student Work Program
Establish a partnership with local schools to develop a program which promotes public sector employment and exposes students to a variety of career paths while potentially earning school credit.

Status: Completed and ongoing. The Student Worker Program was presented to Culver City and Culver Park High School students in September 2015. The first session started in October 2015. To date, there have been 12 students placed in 5 different departments.

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

Status: In development

Training and Development
Provide mandatory and discretionary training opportunities to City employees that will enhance professional and personal development.

Status: Completed and ongoing

HUMAN RESOURCES

RESP. MGR.: SERENA WRIGHT

FISCAL YEAR 2016-17 WORK PLANS

Administrative Policies and Procedures
Review and update various personnel-related City policies and procedures.

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

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

Contract Negotiations
Human Resources will support the City Manager's Office in negotiations for successor Memorandum of Understanding with the following recognized bargaining units:

a. Culver City Management Group – contract will expire on June 30, 2017
b. Culver City Employees Association – contract will expire on June 30, 2017

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

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

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

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

CITY MANAGER

2016-17
BUDGET

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2015-16 WORK PLANS

- Successfully conclude negotiations with the Culver City Firefighters' Association and prepare for negotiations with the Culver City Police Management Group.

  03/07/16 Status - COMPLETED: The City Council was presented the tentative agreements with the Culver City Firefighters' Association and the Culver City Police Management Group on June 22, 2015. The City Council adopted resolutions approving both agreements. Note: Current agreements with the Culver City Employees' Association and Culver City Management Group expire on 06/30/17. The current agreement with the Culver City Police Officers' Association expires on 06/30/19 and with the Culver City Fire Management Group expires 12/31/19.

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

  03/07/16 Status - ONGOING: The State Department of Finance approved the Long Range Property Management Plan on March 18, 2014. This approval has allowed the City to proceed with the disposition of former Culver City Redevelopment Agency's (former CCRA) assets. These efforts are ongoing.

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

  03/07/16 Status - ONGOING: The City Council's Ad-Hoc Parking and Traffic Subcommittee reviewed an update to the Walker Parking Study. The Subcommittee's recommendations and the Walker Parking Study were considered by the City Council on January 25, 2016. With the support of the Downtown Business Association, on February 8 and 22, 2016, the City Council adopted Resolutions implementing the meter and structured parking fee adjustments as recommended in the Walker Parking Study. In addition, RFPs for both parking facilities operations and parking facility technology are underway. The addition of modern parking technology will significantly upgrade the City's facilities.

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

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

03/07/16 Status - ONGOING: In Fiscal Year 2015/2016, the City has partially implemented a state-of-the art development permit processing system (known as Accela). Staff is currently reviewing the draft report prepared by Matrix Consultants on the City's development review process, and will be working to implement its recommendations over the coming months.

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

  03/07/16 Status - ONGOING: On February 22, 2016, the City Council adopted an Ordinance establishing the Culver City Arts District Improvement District. As a part of the Economic Development Implementation Plan, the City will be facilitating efforts in other areas of the City to create similar stakeholder-led districts.

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

  03/07/16 Status - ONGOING: Several City-supported projects have been approved that include bicycle and pedestrian elements that are consistent with the City Council approved Bicycle and Pedestrian Master Plan, including the Washington/National Transit Oriented Development Project. The Transportation Department has received City Council approval to purchase additional alternative fuel vehicles to further expand Culver CityBus service. Line 7 now provides fixed-route service connecting the Hayden Tract with the Culver City Station on the Exposition Line and downtown Culver City. The Public Works Department is beginning the update of the Bicycle and Pedestrian Master Plan.

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

  03/07/16 Status - ONGOING: Parcel B and the Ivy Station Transit Oriented Development have both concluded negotiations. Consistent with the City Council's direction, staff is working with the development teams to prepare final agreements and readying the related properties to be transferred to the developers in each case. The Platform and Access Culver City developments adjacent to the Culver City METRO Exposition Line Light Rail Station are nearing completion and will soon be occupied. The long-awaited construction contract for the public-private partnership Hayden Tract Spur Parking Project is scheduled for presentation to the City Council on March 14, 2016.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

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

  03/07/16 Status - ONGOING: A report prepared by the Community Development Department addressing these issues is imminent.

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

  03/07/16 Status - ONGOING: Effective in August 2014, the Cultural Affairs function was transferred into the City Manager's Office. The Cultural Affairs Coordinator has been part of the City team implementing the Accela permit software to ensure development projects subject to the Art in Public Places Program (APPP) requirement are identified and any revenue due to the City per Ordinance is captured. Currently there are over a dozen new development projects with an APPP requirement being fulfilled with the commission of permanent site-specific art, including the recently approved concept by Refik Anadol for the C3 project at 5800 Bristol Pkwy. The Cultural Affairs Coordinator worked closely with the developer and Planning staff on the historic preservation portion of The Culver Studios' CPA #6 and the adaptive reuse plans of the former Culver City Ice Arena. Recent collections management efforts include the completion of condition inspections of more than 50 artworks sited on private property with on-going follow-up with property owners. In January 2016, the City Council awarded $65,000 in Performing Arts Grants to 17 organizations in support of artistic performances throughout the City during calendar year 2016.

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

  03/07/16 Status - ONGOING: The City has entered into a contract with the Los Angeles County Economic Development Corporation (LAEDC) for consulting services related to the preparation of this report. Initial employment, establishment and payroll data have been received from the EDD which will be supplemented with data provided by various City departments and the CCUSD.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

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

  03/07/16 Status - ONGOING: On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. Staff continues to work with Mox and other stakeholders to move this project forward. The project team completed an evaluation of City infrastructure in locations where the new fiber strands will be installed in existing conduit. The evaluation confirmed that the new fiber can co-exist with current assets in areas where the project will leverage the City's conduit system. The project team is working toward completing the engineering drafting and design of the network. Staff is planning to return to City Council in May to request approval to release the RFP soliciting bids for the construction phase of the project.

- Facilitate the timely completion of work plan items City-wide.

  03/07/16 Status - ONGOING

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

  03/07/16 Status - ONGOING: The City Manager's Office coordinates a monthly staff meeting to review current grant opportunities for all City Departments (or those opportunities that may involve more than one Department) and to ensure existing grants are being efficiently managed. Throughout Fiscal Year 2015/2016, numerous grant applications were presented and received City Council approval to proceed with the application and acceptance process.

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

  03/07/16 Status - ONGOING: This task is being pursued in coordination with the next bulleted item.

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

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

03/07/16 Status - ONGOING: This effort was begun over the last four to five weeks. It's presently in the reconnaissance phase, in the midst of meeting and interviewing potential firms for consideration, gathering information and determining the appropriate path forward. Based on progress so far, it is apparent that significant improvements can be achieved, although the effort may require additional personnel resources.

- (Joint Project with the City Attorney's Office) As directed by the City Council, prepare amendments to the City's Tobacco Retailer Licensing Ordinance to Include E-Cigarettes.
  03/07/16 Status - COMPLETED: Ordinance was adopted by the City Council on August 10, 2015.

FISCAL YEAR 2016-17 WORK PLANS (PROPOSED)

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

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

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

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

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

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

FISCAL YEAR 2016-17 WORK PLANS (PROPOSED) [CONTINUED]

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

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

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

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

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

- Facilitate the timely completion of work plan items City-wide.

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

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

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

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

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

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

CITY CLERK

2016-17
BUDGET

RESP. MGR.: MARTIN COLE

FISCAL YEAR 2015-16 WORK PLANS

- If funds are appropriated for this purpose, implement a voter education and outreach program for the 2016 General Municipal Election.

  03/07/16 Status – NEARING COMPLETION: As part of the City Council Adopted Budget for Fiscal Year 2015/2016, the City Council provided funding for a Voter Outreach and Education Program. At the City Council's January 25, 2016 Regular Meeting, the City Council and Culver City Community were introduced to Birdee, the mascot of the Culver City Counts Voter Education and Outreach Program. Pursuant to City Council direction provided on February 22, 2016, banners featuring Birdee will be placed over three streets in Culver City and in the Fox Hills Neighborhood during the week of March 14, 2016.

- Effectively administer the General Municipal Election to be held on April 12, 2016 (including any Charter Amendments the City Council may deem appropriate to place before the voters).

  03/07/16 Status – NEARING COMPLETION: Beginning on December 21, 2015 with the opening of the candidate filing period and continuing until April 25, 2016, the City Clerk's Office has and will continue to effectively administer the 2016 General Municipal Election. With respect to Charter Amendments, the Assistant City Manager/City Clerk and Assistant City Attorney met with the members of the City Council's Ad-Hoc Charter Review Subcommittee in April and November of 2015. The Subcommittee's recommendations were presented to the City Council on February 8, 2016, and the City Council directed that proposed amendments be placed on the ballot for a November 2016 special election. A Resolution Calling the Election is scheduled to be considered by the City Council on March 14, 2016.

- Continue working with all City Departments to conclude the City-wide implementation of the GRANICUS agenda processing and government transparency system.

  03/07/16 Status - ONGOING: After six months of preparation involving training representatives from all City Departments, GRANICUS was officially launched at the Regular Meeting of the City Council held on July 27, 2015. Subsequently, the City's four Commissions also have completely implemented GRANCIUS. The City Clerk's Office continues to coordinate meetings of the Secretaries of the City's Commissions, Committees, and Board to make improvements to the GRANICUS system implementation.

CITY CLERK

RESP. MGR.: MARTIN COLE

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

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

  03/07/16 Status - ONGOING: Implementation of GRANICUS involves the migration of some of the City's public documents (historic meeting agendas and related media) from the current SIRE system into GRANICUS. The IT Department is taking the lead in working with GRANICUS to complete that migration. The City Clerk's Office is working with the IT Department to find a replacement for the SIRE system's non-meeting related records.

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

  03/07/16 Status - ONGOING: Both the City Clerk and Deputy City Clerk are working to complete the pre-test requirements for Notary Public. The Assistant City Manager/City Clerk and Senior Management Analyst/Deputy City Clerk are also pursuing the professional designation of Certified Municipal Clerk (CMC). Achievement of the Notary Public designation shall continue in Fiscal Year 2016/2017. CMC designation is scheduled to be achieved in Fiscal Year 2017/2018.

- (Joint Project with the City Attorney's Office and Community Development Department) Outreach and Education Program for Implementation of the Ordinance Prohibiting Smoking in Multi-Family Housing. Full implementation of the Ordinance will be complete by the end of Fiscal Year 2015/2016.

  03/07/16 Status - COMPLETED: Both the City Attorney's Office and the City Clerk's Office continue to be involved with the implementation of the City's outreach and education program. Full implementation of the Ordinance will be complete by May 26, 2016.

- (Joint with the City Attorney's Office) Update City Council Policies and Administrative Procedures.

  03/07/16 Status - ONGOING: As time permits, these City Council Policies and Administrative Procedures will continue to be updated.

- (Joint Project with the City Attorney's Office) City Charter Review

CITY CLERK

RESP. MGR.: MARTIN COLE

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

03/07/16 Status – NEARING COMPLETION: The Assistant City Manager/City Clerk and Assistant City Attorney met with the City Council's Ad-Hoc Charter Review Subcommittee on several occasions. On February 22, 2016 the City Council considered the recommendation of the Subcommittee and directed the City Manager to place on the agenda of a future City Council meeting resolutions calling an election for November 8, 2016 at which the voters shall consider various amendments to the City Charter. These resolutions are scheduled to be presented to the City Council on March 14, 2016.

- (Joint Project with the City Attorney's Office) Campaign Finance Ordinance Review

  03/07/16 Status - COMPLETED: After numerous meeting with the City Council's Ad-Hoc Subcommittee and informational question/answer meeting with the community, and thorough discussion by the City Council at several City Council meetings, the updated Campaign Finance Ordinance was adopted by the City Council on September 15, 2015 (and became effective on October 15, 2015). Subsequent to its adoption, the City Attorney's Office and City Clerk's Office jointly prepared a Frequently Asked Questions page for the City's website to provide the public with important information concerning the Ordinance.

FISCAL YEAR 2016-17 WORK PLANS (PROPOSED)

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

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

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

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

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

- (Joint with the City Attorney's Office) Update City Council Policies and Administrative Procedures.

COMMUNITY DEVELOPMENT

2016-17
PROPOSED BUDGET

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS

ADMINISTRATION DIVISION

- Completion of Job Recruitments –Economic Development Project Manager, Planning Associate, Planning Assistant, Senior Management Analyst, Associate Analyst.

  Economic Development Project Manager, Planning Assistant, Senior Management Analyst positions filled.

  - *Planning Associate and Associate Analyst recruitment in process.*

- Development Services Process Improvement – Implement recommendations.

  - *Matrix Consulting Group has completed the review of the developmental process and will present their findings and recommendations in a final report.*

- Develop Department guidelines, brochures, and publications for Building Safety, Economic Development, Enforcement Services, Housing, and Planning. Create a customer friendly business center kiosk for the divisions.

  - *Brochures for Enforcement Services outreach have been created.*
  - *Publications, guidelines, brochures in the divisions are currently being updated and will be posted to the new City website.*
  - *The Business Center kiosk is currently being developed as part of the development process review.*

- Grant Funding Research – Research and pursue grant funds related to Community Development programs and projects.

  - *On-going review of grants related to Community Development.*

  - *Awarded a way-finding signs grant through Metro.*

ECONOMIC DEVELOPMENT DIVISION

Downtown Improvements

Continue implementation of former RDA projects in the downtown including:

- Parcel B – Finalize DDA and Parking License Agreement and coordinate project implementation.

  - *Complete.*

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

- Public Parking Parcel B – Prepare subterranean parking plan in connection with Parcel B and Town Plaza Expansion.
    - *Design development drawing complete. Construction drawings in process.*
- Town Plaza Expansion – Prepare plans to expand downtown open space connection to Parcel B and existing Town Plaza. Draft outdoor vending guidelines for Town Plaza space.
    - *Design development complete. Construction drawings in process.*
- Jazz Bakery – Complete DDA negotiations and proceed with project plans.
    - *On going.*
- CTG/Kirk Douglas Theater – Implementation Agreement Amendment.
    - *On going. (Pending completion of Jazz Bakery DDA).*
- Pacific Theatres – Proceed with review of management agreement and selection of new operator.
    - *Complete. Property sold to Oliver Mcmillan in 2015.*
- Walker Parking Study Update – Implementation
    - *Completed Update in 2015. Presented findings and adopted new Downtown parking rates.*

West Washington and Sepulveda Boulevards

- Implement AIP IV Program– Commensurate with available bond funds.
    - *Plans prepared and project on hold pending resolution of use of 2011 Bonds Funds.*
- Baldwin Site – Commence project entitlements and implementation.
    - *Project revised, entitlement application in process.*

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

- Washington/Centinela Market Hall – Proceed with DDA and major tenant parking and traffic studies. Proceed with parking structure construction plans.
  - *Development team assembled including Carlin Companies and project entitlements in process. Project traffic study complete. Community meeting complete.*

Washington National Transit Oriented Development (TOD)

- Washington National TOD – Finalize DDA and Caltrans and LA encroachments and street vacation, proceed with project entitlements and construction documents.
  - *Implementation Agreement complete, Option and Perpetual Easement Agreement in process. Entitlements complete.*

Transit Oriented Development District

- Washington National Streetscape Plan – Implementation
  - *Plan approved and being implemented.*

Hayden Tract Parking

Implement parking improvement strategies in the Hayden Track:

- Rail Spur Parking – Complete construction documents, execute Spur Management Association contract, dispose of City parcel and commence construction of linear parking lot / green belt.
  - *Construction plans prepared, project BID complete, construction commences in June 2016.*

Business Resource Center

- Continue to assist new and expanding businesses with business/construction permit assistance and by providing information to facilitate business operations. Provide new business locations for business attraction and expansion and offer permit assistance.
  - *On going.*

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

Interactive Development Map

- Continue to update map with new project information as required.
    - *On going.*

City Profile

- Prepare 2015-2016 City Profile update as information and promotion tool.
    - *In process.*

Business Districts

- Continued facilitating business district promotional programs.
    - *On going.*

Economic Development Plan

- Implement Comprehensive Economic Development Plan
    1. Continue Plan implementation
    2. Conducted Economic Development Cluster meetings (car dealerships, hotels, retail and technology)
    3. Conducted fiber design outreach
    4. Economic Development Major Stakeholder outreach

    - *On going.*

Community Development Block Grant

- Oversee program for City and develop project list for CDBG consideration.
    - *Completed.*

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

Parking Structure Management

- Oversee parking program for City to include space rentals in parking structures, maintenance and operation in existing and future public parking lots, capital program and funding.
    - *On going.*

Media Park / Food Kiosk /Park Activation

- *Solicit new concessionaire to operate.*
- *Media Park fencing.*

HOUSING DIVISION

Housing Program Implementation

- Continue to provide customer service
    - *On going.*
- Continue to investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects
    - *Proposed affordable housing program to present to City Council in March 2016.*
- Conduct required HQS Inspection per HUD and CRL rules/regulations
    - *On going. Since July, 2015 a total of 110 inspections were conducted for the Section 8 program.*
- Continue administration of the RAP Program serving 51 households - $570,000
    - *On going.*
- Continue administration of the Section 8 Program serving 210 households - $1.6 million
    - *On going.*

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households ($65,000 HUD annual grant)
  - *On going. The FSS program has a program size of 25 as approved by HUD.*
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract - $130,000
  - *The contract was approved and executed and staff monitors contract on a monthly basis.*
- Continue Homeless Outreach Services through contract service with the Saint Joseph Center (SJC) Homeless Outreach Team to provide monitoring of locations throughout city to find homeless persons/families 4 days per week each month and outreach to them by offering referrals to emergency/temporary housing (70 nights of emergency hotel stays – budgeted for $123,441), access to permanent housing and referrals to supportive services such as mental health services, drug/alcohol treatment, bus tokens to assist with transportation to supportive services and case management follow up. The SJC Homeless Outreach Team includes a mental health professional / social worker to conduct assessments in the field and provide hygiene kits and food and collection of homelessness data.
  - *Since January 2015 St. Joseph Center has conducted outreach to 124 homeless individuals and provided 56 motel voucher stays.*
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units.
  - *Monitoring starts November 2015 and verification forms are due to Housing for review in December. Covenant monitoring is done monthly.*
- Continue MAP Loan Monitoring.
  - *There are 47 MAP loans with effective covenants that are monitored for compliance. There are 18 outstanding MAP loans total $722,500.*
- Continue to staff the Committee on Homelessness
  - *On-going. The Committee on Homelessness meets every other month. Three meetings were held this year. The Committee assisted with the coordination of the 2016 Homeless Count.*
- Work in collaboration with the Committee on Homelessness to coordinate the 2015 Homeless Count
  - *Completed. The 2016 Homeless Count was conducted on Wednesday, January 27th. A total of 55 volunteer enumerators were deployed from the Culver City Senior Center. Teams were from Temple Akiba, Downtown Business Association, Wende Museum, Chamber of Commerce and Grace Lutheran Church. Councilmember Clark also served as an enumerator. Donations were received from Tito's Tacos, Tub's Fine Chili, Starbucks Coffee, Sorrento Market and Copenhagen Bakery.*

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

- Continue to staff the Landlord Tenant Mediation Board
  - *On-going. This body meets quarterly. To date, two meetings held this year with two additional meetings for the balance of the year.*
- Coordinate all request for mediation through the LTMB
  - *A total of 6 mediations were conducted and 3 mediation are currently pending. A total of 5 requests did not receive proper notification of a rent increase from the owner and were not scheduled for mediation. These tenants were referred to Fair Housing.*
- Work with the City Attorney and the LTMB to prepare for approval by Council the updated LTMB Guidelines/By-laws
  - *Completed. The LTMB formed a subcommittee to work with Housing staff and the City Attorney to revise the guidelines. The Council approved the newly revised guidelines on May 11, 2015.*
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid
  - *Completed. The Council approved the Relocation Impact Report on October 27th, 2014. The Developer has met all the requirements under the CCMC. Of the 11 eligible owner-occupants, 10 executed separate relocation agreements with the Developer. The Developer provided proof of verifying relocation assistance to the eligible occupants date October 13, 2015.*
- Coordinate the community dialogue on affordable housing
  - *Affordable housing program to be considered in 2016.*
- Prepare and Submit for HUD approval the Section 8 5-Year Plan
  - *Completed.*
- Conduct SEMAP review and submit to HA and HUD for approval
  - *Completed. The SEMAP was submitted to the Housing Authority Board for approval on August 15, 2015. The Authority received a high score of 145 out of 145.*
- Coordinate with the Finance Department the annual single audit
  - *Completed. There were no financial finds during the audit.*
- Facilitate the Tilden Terrace refinance request
  - *Completed.*

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

- Oversee property management contract for Jackson Avenue apartments
  - *On going. This contract is monitored on a monthly basis.*
- Investigate and analyze short and long-term funding option for Housing Division administration, programs and projects
  - *On going.*
- Participate in the challenge against the DOF regarding AB 471
  - *Pending.*
- Transfer ownership of the Globe site and complete the development of 10 townhome units
  - *On going. The final DDA was approved in January 2016.*
- Collaborate with Habitat for Humanity to coordinate the Globe/Habitat Speakers Bureau to bring awareness about Habitat and the Globe project to the community.
  - *Project DDA amended, entitlements in process, consideration to commence Fall 2016.*

ENFORCEMENT SERVICES DIVISION

- Initiate homeless encampment clean-ups citywide
  - *On going. 23 encampments have been cleaned up.*
- Participate in Multifamily Residential No-Smoking Ordinance outreach
  - *Completed. 275 calls were made to Homeowner's Associations, Property Managers and Property Owners. 9 Community Outreach meetings have taken place from June 2015 – February 2016, reaching out to more than 300 residents and property owners.*
- Continue ongoing citywide enforcement services.
  - *On going.*

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

PLANNING DIVISION

Parking Amendments & Studies	Quarter	Completed	Carried over
1. City Wide Automated Parking	4rd Quarter 14/15		x
2. Parking for Restaurants <1500 S.F.	4rd Quarter 14/15		x
3. Study Session	4th Quarter 14/15		x
4. Bicycle Parking	1st Quarter 15/16		x

Signs - Commercial Area Improvements:	Quarter	Completed	Carried over
5. Window Signs	1st Quarter 15/16		x
6. Non-conforming Signs	1st Quarter 15/16		x
7. Temporary Banners	1st Quarter 15/16		x

Definitions of Planning and Zoning Terms & Special Studies	Quarter	Completed	Carried over
8. Nonconforming Provisions	4th Quarter 14/15		x
9. Lofts / Mezzanines	4th Quarter 14/15		x
10. Multifamily Design Guidelines (Clarksdale Neighborhood)	1st Quarter 15/16		x
11. Multifamily Design Guidelines (DNA)	4th Quarter 14/15		x
12. Mansionization Study – City Council	May 2015	x	

Ancillary Structures	Quarter	Completed	Carried over
13. Portable Sheds	4th Quarter 14/15		x
14. Temporary Storage Containers	4th Quarter 14/15		x
15. Administrative Decisions on Fence Height	4th Quarter 14/15		x
16. Front Yard Trellis Structures >36”	4th Quarter 14/15		x

Outdoor Dining	Quarter	Completed	Carried over
17. Outdoor Dining in Industrial Zones	4th Quarter 14/15		x
18. Outdoor Dining Smoking Areas	4th Quarter 14/15		x

Residential / Commercial / Industrial Development Standards	Quarter	Completed	Carried over
19. Minimum Lot Area for R-2, - Codify	4th Quarter 14/15		x
20. Exception to Building Height	4th Quarter 14/15		x
21. Distance Between Structures on a Lot	4th Quarter 14/15		x
22. Schools in Industrial Zones	4th Quarter 14/15		x
23. Retail Smoking Establishments	4th Quarter 14/15		x

COMMUNITY DEVELOPMENT

2016-17
PROPOSED BUDGET

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2015-2016 WORK PLANS (CONTINUED)

Development Projects

Projects	Quarter	Completed	Carried over
Washington National Comprehensive Plan	2nd Quarter15/16	x	
Culver Studios CP Amendment	4th Quarter 14/15	x	
3609 Hayden Batting Cage CUP	1st Quarter 15/16	x	
Extended Stay Hotel SRR/HE	1st Quarter 15/16		x
3837 Bentley 3-unit Condo SPR/TPM	1st Quarter15/16		x
9919 Jefferson Office Building SPR	2nd Quarter15/16		x
Lenawee Assisted Living/SFD PD and CP	4th Quarter14/15		x
Washington/Inglewood Mixed Use SPR	4th Quarter14/15		x
Globe Housing Comprehensive Plan	2nd Quarter15/16		x
Baldwin Mixed Use SPR	4th Quarter14/15		x
WANA (Lowe) Comprehensive Plan	2nd Quarter15/16	x	
Washington/Centinela Market Hall SPR	2nd Quarter15/16		x
Jazz Bakery SPR	3rd Quarter15/16		x
4025 Grandview Multi Family SPR DOBI	4th Quarter14/15	x	

BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities for all properties within the City. It will also assist the Economic Division and Housing Division on projects as required and prepare the following code amendments:

- Migration of Accela program from Permits Plus – coordinated by the IT Department.
- Damage to adjacent property.

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS

ADMINISTRATION DIVISION

- Implementation of Matrix Development Process Review

- Reorganize Planning Division to address:

    - General Plan Update.
    - Comprehensive review of mobility issues (transit, bike, car sharing, TDM and pedestrian mobility design guidelines in new developments). Zoning and Municipal Code updates to address mobility and livability.
    - Special commercial revitalization project area plans.
    - Preparation of Multifamily Guidelines.
    - Mobility program consistency among adopted city plans.
    - Implementation of SB375 programming to guide land use, housing, transportation, compact development and reduced GHG.

- Completion of Job Recruitments – Planning, Enforcement Services, Building, Administration. Revise job specifications and complete recruitments.

- Develop new Department guidelines, brochures, and publications for Building Safety, Economic Development, Enforcement Services, Housing, and Planning. Implement customer friendly business center kiosk for the divisions.

- Grant Funding Research – Research and pursue grant funds related to Community Development programs and projects.

ECONOMIC DEVELOPMENT DIVISION

Downtown Improvements

Continue implementation of former RDA projects in the downtown including:

- Parcel B – Finalize Reciprocal Easement agreement. Coordinate project implementation.

- Public Parking Parcel B – Finalize required agreements and coordinate project implementation. Prepare final design and construction drawings and commence construction.

- Town Plaza Expansion – Complete construction drawing to expand downtown open space connection to Parcel B and existing Town Plaza.

- Town Plaza and Town Plaza Expansion – Draft outdoor vending guidelines.

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Jazz Bakery – Complete DDA negotiations and proceed with project entitlements.
- Walker Parking Study – Implement recommendations.

West Washington and Sepulveda Boulevards

- Baldwin Site – Complete project entitlements, complete construction plans and commence construction.
- Washington/Centinela Market Hall – Execute DDA, relocate utilities, complete parking structure construction plans, obtain entitlements and implement project.
- Replant/repair existing medians.
- Implement AIP Program Phase IV – Commensurate with available bond funds.
- Banner program for West Washington AIP.

Washington National Transit Oriented Development (TOD)

- Relocate Venice Boulevard businesses.
- Finalize project construction documents and initiate construction.

Transit Oriented Development District

- Continue implementation of Washington National Streetscape Plan.
- Administration of way finding sign grant, design and installation

Fox Hills

- Complete outreach to area residents and businesses regarding rebranding.
- Prepare land use study with area stakeholders.
- Create Area “Main Street”

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Install wayfinding signs and area identification signs.
- Reconfigure area parking.
- Prepare promotional and branding program with strategies.
- Recruit new businesses to the area.

Hayden Tract Parking

Implement parking improvement strategies in the Hayden Track:

- Rail Spur Parking – Complete parking lot construction and convey City parcel.

Successor Agency Administration

- Amend Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City.
- Transfer ownership of remaining parking facilities to the City.

Business Resource Center

- Continue to assist new and expanding businesses with business/construction permit assistance and by providing information to facilitate successful business operations. Provide new business locations for business attraction and expansion and offer permit requirement information and assistance.

Interactive Development Map

- Continue to update map with new information as required as information and promotion tool.
- Identify "Opportunity" sites for development.

City Profile

- Prepare 2016-2017 City Profile update as information and promotion tool.

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Business Districts

- Continue facilitating business district promotional programs.

Economic Development Plan and Studies

- Continue Implementation of Comprehensive Economic Development Plan:
    - Continue Plan implementation.
    - Conducted Economic Development Cluster meetings (car dealerships, hotels, retail and technology).
    - Implement fiber optic business plan.
    - Conduct Economic Development Major Stakeholder outreach.
    - East/Arts District overlay/study
    - Arts District connectivity study
    - Business resource/Economic Development marketing design
    - Culver Village and Arts District landscape maintenance.
    - Ivy Substation deferred maintenance.

Community Development Block Grant

- Oversee program for City and develop project list for CDBG consideration.

Parking Management

- Oversee parking program for City to include space rentals in parking structures, maintenance and operation in existing and future public parking lots, capital program and funding.
- Install new parking control equipment and security cameras in downtown parking structures.
- Secure parking management services via an RFP process.

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Prepare an Asset Management Plan for downtown parking structures.
- Assist Downtown Business Association with creation of an employee rideshare program.
- Rehabilitate 3727 Robertson Boulevard parking lot.

Media Park / Food Kiosk /Park Activation

- Pursue a concession operator and implement coffee concession to activate park.
- Perform landscape and fencing improvements.
- Special events programming.

HOUSING DIVISION

- Implement new affordable housing programs.
- Continue to provide customer service.
- Continue to investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects.
- Conduct required HQS Inspection per HUD and CRL rules/regulations.
- Continue administration of the RAP Program serving 37 households.
- Continue administration of the Section 8 Program serving 210 households.
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households ($65,000 HUD grant).
- Apply for the HUD FSS Coordinator Grant.
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract - $130,000.

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Continue Homeless Outreach Services through contract service with the Saint Joseph Center (SJC) Homeless Outreach Team to provide monitoring of locations throughout city to find homeless persons/families 4 days per week each month and outreach to them by offering referrals to emergency/temporary housing (70 nights of emergency hotel stays – budgeted for $123,441), access to permanent housing and referrals to supportive services such as mental health services, drug/alcohol treatment, bus tokens to assist with transportation to supportive services and case management follow up. The SJC Homeless Outreach Team includes a mental health professional / social worker to conduct assessments in the field and provide hygiene kits and food and collection of homelessness data.
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units.
- Continue MAP Loan Monitoring.
- Continue to staff the Committee on Homelessness.
- Work in collaboration with the Committee on Homelessness to coordinate the 2016 Homeless Count.
- Continue to staff the Landlord Tenant Mediation Board.
- Coordinate all request for mediation through the LTMB.
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid.
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan.
- Implement new HUD Guidelines on Bed Bug Abatement.
- Conduct SEMAP review and submit to HA and HUD for approval.
- Coordinate with the Finance Department the annual single audit.
- Oversee property management contract for Jackson Avenue apartments.
- Identify funding options for Housing Division administration through creation of the Affordable Housing Incentives Program.
- Participate in the challenge against the DOF regarding AB 471.
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity.
- Oversee and implement the Strategy to Assist the Homeless During El Nino

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement: Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Year 2014 - 569 Requests for service; Year 2015 - 838 Requests for service.

- Smoking Ban in Multi-Unit Housing: Oversee the implementation of the "No Smoking" in multiunit housing regulations.

- Enforcement process: Receive and respond to questions and complaints, conduct inspections, enforcement action.

- Request a temporary contract Code Enforcement Officer to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation.

- Urban Runoff Stormwater Regulations: Assist Public works with enforcement of enhanced Urban Runoff Stormwater Regulations, work with Contractor hired by Public Works.

- Water Conservation: Provide enhanced enforcement of Water Conservation regulations.

- Parkway Landscaping: Provide enforcement assistance for Parkway landscaping standards.

- Sign Code: Work with Planning and Economic Development staff to amend sign code to allow for a change in the type of free standing and changeable copy signs on the exterior of buildings and in outdoor dining areas.

- Pole and Roof Signs Survey: Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs.

- Homeless Encampments: Continue work in collaboration with the Housing Division, Police Department (CCPD), Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property. Responded to 37 encampments in 2015. Funds are required for cleanup costs and supplies. Time intensive process 20-25 hours per encampment.

- Amnesty Program: Continue to oversee the enforcement and case review of the Amnesty program.

- Special Event Process: Work with other Divisions on development of Special Event permitting process.

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.
- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City.
- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- On-going implementation and discretionary case processing associated with the Washington/National Transit Area development projects.
- Provide staff support for the Baldwin Hills area and the activities of related jurisdictions and entities including the State of California, and the Santa Monica and Baldwin Hills Conservancies.
- Assist other City Departments in preparation of Environmental Review documents.
- Process zoning code text amendments related to the City's updated Affordable Housing Program.
- Initiate Consultant study for design recommendation for Large Single Family homes.
- Initiate Research for Comprehensive General Plan Update.
- Initiate staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Implementation of the Accela permitting software.
- Washington National TOD Study.

Zoning and General Plan Amendments & Special Studies

Parking Amendments & Studies	Code Section	Quarter	Completed / Carried over
1. City Wide Automated Parking	17.320.025	4th Quarter 15/16	
2. Bicycle Parking	17.320.045	2nd Quarter 16/17	

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Signs - Commercial Area Improvements:		Quarter	Completed / Carried over
1. Window Signs	17.330.025.N & 17.330.020.b Table 305	2nd Quarter 16/17	
2. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2nd Quarter 16/17	
3. Temporary Banners	17.330.025.K Table 3-6A	2nd Quarter 16/17	

Definitions of Planning and Zoning Terms & Special Studies	Code Section	Quarter	Completed / Carried over
1. Nonconforming Provisions	17.700.005	1st Quarter 16/17	
2. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4th Quarter 15/16	
3. Multifamily Design Guidelines	Clarksdale	TBD	
4. Multifamily Design Guidelines	DNA	TBD	
5. Mansionization Study	R1 Development Standards		x
6. Mansionization Consultant Study		1st Quarter 16/17	
7. Affordable Housing Options – City Council		March 2016	
8. Massage Businesses (current moratorium)	17.400	2nd Quarter 16/17	
9. Medical Marijuana Regulations	17.400	1st Quarter 16/17	
10. Short term Rentals (Air BnB)	17.400	1st Quarter 16/17	

Ancillary Structures		Quarter	Completed / Carried over
1. Portable Sheds	17.400.100.3.C.i	4th Quarter 15/16	
2. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4th Quarter 15/16	
3. Administrative Decisions on Fence Height	17.300.025.l	4th Quarter 15/16	
4. Front Yard Trellis Structures >36”	17.300.020.E Table 3-1	4th Quarter 15/16	

Outdoor Dining		Quarter	Completed / Carried over
1. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4th Quarter 15/16	
2. Outdoor Dining Smoking Areas	17.400.070	4th Quarter 15/16	

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Residential / Commercial / Industrial Development Standards		Quarter	Completed / Carried over
1. Minimum Lot Area for R-2, - Codify	17.210.020 Table 2-3	4th Quarter 15/16	
2. Exception to Building Height	17.300.025	4th Quarter 15/16	
3. Distance Between Structures on a Lot	17.210.020 Table 2-3	4th Quarter 15/16	
4. Schools in Industrial Zones	17.230.015	4th Quarter 15/16	
5. Retail Smoking Establishments	17.220.015	4th Quarter 15/16	

Planning Division 15/16 – 16/17 Active Development Projects**

** Projects are considered active until final C of O is issued

Projects	Status
1. 700 Corporate Pointe Office Building SPR	Plan Check
2. 3837 Bentley 3-unit Condo SPR/TPM	Construction
3. Sony Jimmy Stewart Office Building CR	Construction
4. 11197 Washington Car Wash CUP	Plan Check
5. Wende Museum Comprehensive Plan	Plan Check
6. Extended Stay Hotel SRR/HE	Hold
7. Lenawee Assisted Living/SFD PD and CP	Under Review
8. Washington/Inglewood Mixed Use SPR	Plan Check
9. 12608 Washington Bl Outdoor Dining AUP	Under Review
10. 4545 Sepulveda Harbor Freight SPR	Plan Check
11. Costco Expansion SPR	Plan Check/Const.
12. Culver Christian School CUP	PPR
13. Culver Studios CP Amendment	Approved
14. Baldwin Mixed Use SPR	PPR
15. WANA (Lowe) Comprehensive Plan	Council
16. 4025 Grandview Multi Family SPR	Plan Check
17. 4241 Duquesne 3 unit Condo SPR/TTM	Under Review
18. 8777 Washington Blvd (Surfas)TOD CP	PPR
19. 11469 Jefferson Hotel SPR	PPR
20. 10000 Washington Sony Picture Plaza SPR/M	PPR
21. Washington/Centinela Market Hall SPR	PPR
22. Jazz Bakery SPR	Pending
23. Tilden 5 unit Condo SPR/TTM	PPR
24. Bentley 3 unit Condo ASPR/TPM	Under Review
25. 9735 Washington Blvd Office/Retail SPR	Pending

COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

26.	9919 Jefferson Office Building SPR	PPR
27.	Venice/Sepulveda Car Wash CUP	Plan Check
28.	Globe Housing Comprehensive Plan	Under Review
29.	13112-14 Wash. Blvd Mixed Use ASPR	PPR
30.	11213 Garfield Ave. Accessory D/U AUP	Pending
31.	11469 Jefferson Blvd. Hotel	Pending
32.	ECF Property Mixed Use	Pending
33.	Robertson Fedex Property Mixed Use	Pending
34.	3434 Wesley Mixed Use	PPR
35.	8888 Washington (Miller) Creative Office	PPR
36.	13114 Washington Blvd Small Mixed Use ASPR	PPR
37.	10826 Venice Bella Vista Outdoor Dining AUP	Under Review
38.	3515 Eastham Automated Parking	Under Review
39.	11441 Jefferson Blvd. OSH ASPR	PPR
40.	4234 Sawtelle Blvd 3-unit Condo	PPR
41.	3961 Tilden Ave 5-unit Condo	PPR
42.	4051-55 Jackson Ave 9 unit Condo	PPR
43.	11281 Washington Place Mixed Use DOBI	PPR
44.	4034 LaSalle 4-unit Condo	PPR
45.	4180 Duquesne 4-unit Condo	PPR
46.	4138 Wade St. Large Family Daycare AUP	Under Review

BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities for all properties within the City. It will monitor active plan checks, due dates and inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.

- Implementation of the Accela permitting software.

PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: DAN HERNANDEZ

FISCAL YEAR 2015-16 WORK PLANS

ADMINISTRATION

- Implement new Rules and Regulations recently adopted for ongoing operations of the Community Garden.

  Completed – Community Garden operations are currently going well. Plot renters are complying with the Rules and Regulations. Both plot renters and staff are satisfied with Community Garden operations.

- Explore program areas and prioritize needs and augmentations based on current levels of service and if feasible, expand into new program areas. Current priorities include additional part-time positions for Teen Center, Teen Camp, Summer Camp; which are all offset by additional revenues and possible addition to Parks Maintenance Staff.

  These part-time positions were approved during the Fiscal Year 2015-2016 budget process. The PRCS Department appreciates, and has benefitted greatly from, the additional staff hours.

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

  Ongoing – During Fiscal Year 2015/2016, the following grant funds were approved:

  - *The County of Los Angeles Regional Park and Open Space District (RPOSD) approved the use of the $62,051 in Proposition A Cities Excess (Competitive) Funds remaining from the Syd Kronenthal Park Playground Project for Children Ages 5 – 12, toward the rehabilitation of the Playground for Children Ages 2 – 5.*

  - *The RPOSD approved $199,595 in Proposition A Maintenance and Servicing Excess (Competitive) Funds for the "Senior Center Audiovisual Systems Repair and Replacement Project," which will be managed by Public Works/Engineering.*

  - *Through the efforts of PRCS Department and Public Works/Engineering staff, the Baldwin Hills Conservancy (BHC) awarded the City of Culver City, $336,043 in BHC Proposition 84 Funds for the Culver City/Park to Playa – Ballona Creek Connection Project. It is anticipated that the Interpretive Nature Trail portion of the connection will be a repair/replacement project funded by $224,366 in Proposition A Maintenance and Servicing (Allocated) Funds.*

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- Veterans Memorial Complex will continue to seek sponsorships, partnerships and funding to assist in replacing the Auditorium sound system, new emergency exiting signage, lighting and door hardware throughout the entire facility.

  In Progress - Veterans Memorial Building (VMB) staff has completed its process of researching and requesting quotes from professional stage lighting and rigging companies for the technical update of the VMB stage. Partial funding has been identified for the lighting equipment upgrade through the efforts of the Cultural Affairs Foundation. Staff is participating in a working group with staff members from the Public Works, Fire, and Community Development Departments to update emergency exit signage, lighting and hardware for VMB.

- Senior Nutrition will research and establish cooperative partnership agreements to offer seminars, workshops, educational materials and referrals that promote better nutrition and health & wellness to the Culver City community.

  Completed - Senior Nutrition Program researched and is working to establish a cooperative partnership agreement with an organization to provide a workshop for Teens on "Portion Control" in March which is "National Nutrition Month." In addition, staff referred Counseling Nutritional Services (CNS) to the Human Resource Department to make a presentation to City employees through Lunch n' Learn Focus on Healthy Carbs! Staff secured bi-lingual nutrition brochures for seniors from the Los Angeles Department of Community and Senior Services.

- The Plunge will create and implement an Outreach Marketing Plan that will increase community participation in the Recreation Swim Program. Our goal is to increase by 10% in youth, 5% in adult, and 2% in senior participation.

  Completed - Plunge staff created and implemented a Recreation Swim Outreach Plan in FY2015. The primary goal was to provide increased access to a safe and comprehensive recreational swim program for the citizens of Culver City. Staff worked with key groups in Culver City & surrounding area that could benefit from the Recreation Swim program, including non-profit organizations, children's groups and groups that work with the senior population. The marketing plan included distributing 500 recreation swim passes to key community groups, including the Culver City Unified School District PTA organizations. The passes allowed a family of four, to access the Plunge during Recreational Swimming free of charge from May 25th, 2015 through September 7th, 2015. Of the 500 passes distributed, 176 passes were redeemed at the Plunge. The breakdown of the 176 passes were 204 youth, 180 adults and 22 seniors. Total visitors to the Plunge from this marketing promotion was 406. Plunge staff will continue the outreach program in 2016.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Social & Disability Services will work with current non-profit partner Ministry for Persons with Disabilities and/or other community organizations to establish a plan and goals for future program sustainability for the monthly Dances for the Developmentally Disabled events.

  Completed - Partner organization unfortunately disbanded and transferred their remaining funds (via check) to Culver City Senior Citizens Association, Inc. (CCSCA) to support the Social & Disability Services Programs. The monthly Dances for the Developmentally Disabled (DDD) event is now under the direction of the Parks, Recreation & Community Services Department. With monetary support from CCSCA, the program is coordinated by Disability & Social Services Specialist Darren Uhl and facilitated with part-time staff and many event volunteers. It continues to be offered free of charge at the Senior Center on the 2nd Friday of each month from 7:00 – 9:00 p.m.

RECREATION DIVISION

- Parks & Playgrounds: Collaborate with all Recreation Coordinators to cross train part time staff on current policies and procedures to utilize them to cover shifts in all programs.

  In Progress - Cross training of part time staff is almost complete. All staff will be trained by June 30, 2016.

- Camp Programs: Develop interesting, enjoyable field trips that include the large and small amusement parks such as Mulligan's, Speed Zone, Magic Mountain and Knott's Berry Farm.

  Completed - Some exciting new field trips were secured; including Discovery Cube Science Center, Skyzone, Riley's Farm, and John's Incredible Pizza.

- Camp Programs: Provide creative fun/hand-on activities to introduce Science, Technology, Engineering, and Math (STEM) concepts to the participants.

  Completed - Day Campers visited Discovery Cube Science Center. They enjoyed hands-on projects such as how clouds are formed, seismographic technology, exploring the Boeing Rocket Lab and other fun activities. Also, campers visited Kidspace Children's Museum and participated in science workshops that explored the universe in a mini-solar system dome. Teen Campers activities include catapult designing, egg drop testing gravitational pull and a field trip to the Los Angeles Science Center & IMAX Theater.

- Culver City After-School Recreation Program (CCARP): Increase the participant's physical fitness in an effort to fight obesity and to promote a healthy active lifestyle by following the Dairy Council's nutrition education program.

  Ongoing - Students are provided a daily healthy afternoon snack in accordance with the 2015 Dairy Council's healthy snack recommendations. CCARP students are lead in physical recreation activities daily. The students are provided at least 60 minutes every day participate in recreation activities and to play.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Culver City After-School Recreation Program (CCARP): Continue to develop a collaborative partnership with CCUSD officials to keep all school principals informed of all incidents that occur on campus involving students in the CCARP program.

  Ongoing - Staff provide monthly participant rosters to CCUSD school principals. Staff collaborated with Principal Dr. Shannon Garcia of El Rincon elementary to solve a few student issues and met with Principal Kim Indelicato, of Linwood Howe elementary, on the issue of CCARP's shared use of the school's library.

- Teen Center: Evaluate the success of the formal sponsorship program to support operational needs of the Culver City Teen Center.

  In Progress - The sponsorship program will be evaluated by June 2016 after the 2nd Annual Healthy Families 5K Run/Walk. The City wide event allows the community to participate and donate to the Teen Center.

- Teen Center: Through our Youth Mentoring Program, set aside 25% of the 12 positions (3 positions total) to be offered to students who meet the "My Brother's Keeper" qualifications.

  In Progress - One of the three positions was filled during summer 2015. We are looking to fulfill the other two positions in late May early June of 2016.

- Sports Programs: Revise existing Agreements with AYSO and Culver City Little League to include proportionate split of annual costs for daily cleaning and maintenance of Culver City Park upper level restrooms. All amendments should be finalized and executed no later than August 1, 2015.

  Prior agreements expired in December 2015 and new 3-year Agreements for 2016-2018 have been drafted, with exception to the updated quoted cost for restroom cleaning services for the period of the new Agreement. Anticipate finalizing new Agreements with CCLL and AYSO no later than March 2016 for the start of CCLL's next season.

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

  Staff continues to regularly utilize Facebook for promoting class registration, new activity announcements, as well as spotlighting special events. No customer surveys were conducted for the fall 2015 session. We anticipate distributing surveys for winter 2016 and spring 2016. New contract class offerings include Songwriting (for Children and Adults) and C3Sunshine afterschool program at El Marino School.

- Recreation Classes: Plan, develop and implement an annual or bi-annual general information mailer (e.g. postcard, tri-fold, etc.) to be included in mass mailings to all Culver City residents. The mailer shall provide an overview of PRCS Department services and include website information, e-blast subscription information, social media information, and QR code to access PRCS Department's webpage.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

New tri-fold general information mailer has been created highlighting the various types of services provided by the PRCS Department. Mailer is pending final review and approval before implementation. In the interim, a QR code was created and has been in use since summer 2015 for customers to access the Culver City Living brochure and our ActiveNet registration site with their smart phones.

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

  Staff worked with the Fiesta Committee toward the goals of the work program with the following results for Fiesta La Ballona 2015 which was held on August 28, 29 and 30, 2015:
  - *Revenue increased from $100,000 in 2014 to $115,000 in 2015.*
  - *Introduced Friday night 2-for-1 carnival ride special resulting in largest overall turnout and ride revenue for a Friday night.*
  - *Estimated total attendance broke the 30K mark, with biggest Friday night turnout ever.*
  - *Added new Farmer's Market which brought on 20 additional vendors.*
  - *Expanded sponsorship reach to include GEICO, KCET Los Angeles, Chick-fil-A, Southern California Gas Co., Golden State Water Co., Just Tires, ArcLight Cinemas*

- Fiesta La Ballona: Acquire and utilize necessary video equipment and software (e.g. Go-Pro) to capture, edit and publish a time-lapse video of entire Fiesta La Ballona set-up, events, and tear down at Veterans Park, to be used in conjunction with promoting and marketing the Fiesta.

  Video equipment was not purchased for Fiesta 2015 as anticipated out of consideration for potential cost overrun on supplies (e.g. new Fiesta signage, additional portable restroom supplies, etc.). Anticipate using cost savings (if any) from remaining Fiesta 2015 budget to purchase necessary video equipment before the close of the current fiscal year. Otherwise, this project will be included for the 2016-17 Work Program instead.

PARKS DIVISION

- Continue upgrades at all outdated playgrounds for safety issues and ADA compliance, in priority order, per the Certified Playground Safety Audits: Blair Hills 2-12, Lindberg 2-5 and 5-12, Tellefson 2-5 and 5-12, and El Marino 2 to 5 ages.

  The Syd Kronenthal (SK) Age 5 to 12 Playground project was completed in April 2015. The Syd Kronenthal Age 2 to 5 Playground was scoped as per the input from the community meeting in June 2015. The project is currently in the design phase and, pending City Council approval, staff hopes to begin advertising for construction bids soon.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- High Priority during the ongoing drought to continue to ensure compliance with AB 1881 (Water Model Ordinance) by:

  a) upgrading irrigation systems;

  City Staff has completed the Studio Estates backflow, master valve and flow sensor upgrades, multiple medians and parkways have been converted to drip irrigation throughout the city, multiple mainlines and remote control valves have been upgraded at Culver City Park, Blair Hills Park, the Botts Field, Veterans Park ball fields, and Downtown Business District.

  b) conduct irrigation water audits at every city facility, park and parkway; and,

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

  c) oversee the drought water conservation implementation plans, re: Turf Removal, Implementation of the Parkway Ordinance, Drought Tolerant Demonstration Plantings, as funding permits.

  City Staff has been instrumental in implementing the city's water conservation plan, per the Governor's State Mandate and AB-1881 State Model Water Efficiency Landscape Ordinance, in working with Public Works, Community Development, PRCS, and local agencies. Parks Division designed and installed the Downtown Landscape, which converted about 50% of the outdated planting there to drought tolerant planting with drip and bubbler irrigation, as well as designed the Demonstration Lindblade Drought Tolerant Parkway Project that was a collaborative effort with Public Works, the business owner, Surfrider Foundation, and Parks. The project incorporated a bioswale and drought tolerant plantings, water recharge and a drip irrigation system. Parks has also cut back watering over 25% in all the parks, including turf, exceeding the state's goals. Parks is also participants in raising public awareness to the issue by actively participating in community workshops and working on the Sustainable and Parkway Ordinance Committees, whose goals are to encourage the public to convert turf to drought tolerant plantings and low use watering systems. Parks has provided guidelines and details of same to the committees, as well as participated in community workshops and public presentations. Parks is conducting ongoing research for alternate plant materials compatible with passive and active turf areas throughout the parks and the City.

- Studio Estates Re-landscaping – At the direction of the City Manager and City Council, Parks Division to upgrade Landscape Maintenance District Area 1: Studio Estates Paseo Common Area landscaping by $25,000 that was put into the assessment for a one time landscape and irrigation system upgrade.

  Ongoing – Please see item a above.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- New PAR Equipment replacement and upgrades at various park sites.

  New PAR equipment was installed at Fox Hills Park. Replacement equipment for Lindberg, Vets, and Blanco Parks is being scoped for replacement by fiscal year end 2016.

FISCAL YEAR 2016-17 WORK PLANS

ADMINISTRATION

- Continue to research, and when feasible, apply for any potential grant funding for program or capital projects.
- Maintain an overall average of greater than or equal to 90% customer satisfaction rating on periodic parks and programs evaluations.

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- Aquatics: Develop a comprehensive Water Safety Presentation Plan, to include 4 age appropriate presentation. The target audience is preschool, elementary school, middle school and high school age children and their families.
- Disability & Social Services: Creation of a Disabled Recreation Program guide for parents and guardians wanting to involve their children and teens in specialized and/or inclusive activities.
- Senior Nutrition: Research and establish a cooperative partnership agreement with a college and/or organization to provide "free of charge" series of presentations to adolescents. The goal is to create and provide adolescents with wellness programs promoting healthful eating and physical activity for the fiscal year 2016-2017.
- Senior Programming: Review current programming and use of space to ensure efficiency and adjust schedule to make room for additional programs. This will include an exploration to determine the feasibility of offering 8:00 a.m. classes and some early weekends.
- Veterans Memorial Building: Continue efforts to fundraise, purchase and install new theatrical lighting equipment and new projection equipment.
- Volunteering: Research available online and software volunteer databases and recruitment/recordkeeping systems and make recommendation for best available option.

PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: DAN HERNANDEZ

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

RECREATION DIVISION

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

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

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

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

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

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

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

PARKS DIVISION

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

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

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

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

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

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

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

CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2015-16 WORK PLANS

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

  Status (a/o 03/07/16): Ongoing.

- Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. (Due to a large number of new appointees this Fiscal Year, we have scheduled the next AB1234/Brown Act/Conflict of Interest Training for June 18, 2015.)

  Status (a/o 03/07/16): Completed and ongoing. The AB1234/Brown Act/Conflict of Interest Training was held on June 18, 2015, as planned. 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.

- Oil Drilling: 1) Ordinance/Regulations (Joint project with Community Development Department.) (Anticipate completion of Draft EIR for Specific Plan during the second quarter of Fiscal Year 15-16.); and 2) Monitoring and commenting on, when applicable, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.). (Joint project with Community Development Department.)

  Status (a/o 03/07/16): 1) In progress. The Draft Specific Plan document and Draft EIR for the Specific Plan are expected to be completed by first quarter of Fiscal Year 2016-2017. 2) Discussion of fracking regulations to be folded into the Specific Plan process. Staff continues to monitor and, when applicable, comment on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.).

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

  Status (a/o 03/07/16): Ongoing. As time permits, these City Council Policies and Administrative Procedures will continue to be updated.

- Monitor Medical Marijuana case law and prepare any required amendments to Culver City Municipal Code. (The City's Municipal Code is still in compliance.)

  Status (a/o 03/07/16): Ongoing. Our Office has been monitoring the status of medical marijuana laws in California and the U.S., including other cities' regulations. The State passed significant changes to medical marijuana laws at the end of 2015, which are being phased into effect through 2018. While the Culver City Municipal Code (CCMC) is still in compliance, prior to the State's new regulations going into effect (which are unreleased, at this time, and in the process of being written) our Office will be bringing discussion items and potentially changes to the CCMC, to address components of the law such as delivery and cultivation of medical marijuana. Anticipate bringing any necessary CCMC amendments to the City Council during Fiscal Year 16-17.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Telecommunications Ordinance Update (Joint project with Public Works and Community Development Departments). (Anticipate completing during first quarter of Fiscal Year 15-16.)

  Status (a/o 03/07/16): In progress. Significant revisions (including reorganization of the provisions) to the Ordinance were close to completion prior to the end of Fiscal Year 14-15. However, due to continuing developments in state and federal law regarding the processing of applications by local government for the installation of wireless antennas, this Work Plan has been modified to address these new legislative requirements. This will allow the City to complete a comprehensive update to the existing regulations. Our Office is now assisting the Public Works Department with developing design and use standards and a more comprehensive application form than is currently being used. This updated comprehensive application will benefit the Planning Division as well, as they are also subject to these new legislative changes. As a second phase, our Office will evaluate whether such design and use standards need to be included in the Ordinance update. In the interim, an Ordinance narrowly addressing the processing of encroachment permits (change from City Council approval to administrative approval) will be presented to City Council for consideration prior to the end of Fiscal Year 15-16.

- Implementation of Emergency Preparedness Ordinance, including review of Disaster Preparedness Plan (Assist the Fire Department as needed.) (Fire Department anticipates bringing to City Council during second quarter of Fiscal Year 15-16.)

  Status (a/o 03/07/16): The City's draft Emergency Operations Plan was sent to the State for approval in July 2015, but it is not yet approved. Upon approval, our Office will assist the Fire Department in bringing it to City Council for approval, and at that time will also bring other companion issues via resolution to the City Council.

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

  Status (a/o 03/07/16): To be carried over to the next fiscal year. Activity for this work program has been on hold pending the selection of an Email/Cloud storage solution. The IT Department is pilot testing Microsoft's Office 365 Cloud solution, which also includes an E-Discovery module, and will be looking toward implementation beginning the end of Fiscal Year 15-16. Our Office will work in coordination with IT to establish polices related to Email retention and Electronically Stored Information when this effort is initiated. IT is coordinating with the City Manager's Office in relation to the City's Social Media strategy and policies, and our Office will assist with these efforts in addressing pertinent legal issues.

- Campaign Finance and Activity Ordinance update. (Anticipate bringing to City Council during the first quarter of Fiscal Year 15-16.)

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Status (a/o 03/07/16): Completed. After numerous meetings with the City Council Ad Hoc Subcommittee, an informational, question/answer meeting with the Community, and thorough discussion by the City Council at several City Council meetings, the updated Campaign Finance Ordinance was adopted by the City Council on September 15, 2015 and became effective on October 15, 2015. Subsequent to its adoption, the City Attorney's Office and City Clerk's Office jointly prepared a Frequently Asked Questions page for the City's website to provide the public with important information concerning the Ordinance.

- Massage Business Ordinance update. (Anticipate bringing to City Council during the second or third quarter of Fiscal Year 15-16.)

  Status (a/o 03/07/16): In progress. Since the passage of new state law effective January 1, 2015, our Office has analyzed the League of California Cities' recommendations and draft ordinances of other cities to update the City's massage business ordinance. On April 13, 2015, in accordance with state law, the City Council adopted a 45-day moratorium on the issuance of any new permit, license, approval or entitlement pertaining to new massage establishments or the location or relocation of massage establishments within the City. On May 26, 2015 and March 14, 2016, respectively, two extensions of the moratorium were adopted, as permitted by state law. The purpose of the moratorium is to study the existing regulations, as well as other cities' regulations, in order to create proper rules, criteria and conditions of approval that are consistent with state law. An updated Ordinance will be brought to the City Council prior to the expiration of the moratorium on April 11, 2017, which will occur during the fourth quarter of Fiscal Year 16-17.

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

  Status (a/o 03/07/16): In progress. Utilizing the recently City Council approved California Public Utilities Commission regulated franchise as a guide, continuing with the update of the City's oil pipeline franchise renewals.

- Zoning Code Amendments—multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 15-16.)

  Status (a/o 03/07/16): In progress. Working in partnership with the Community Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during Fiscal Year 13-14 and continued through Fiscal Year 14-15. Thus far in Fiscal Year 15-16, amendments to development standards to address large single family residential homes have been completed. Various other amendments will continue into fiscal 16-17 and include amendments relating to parking, signs, definitions of Planning and Zoning terms, ancillary structures, outdoor dining, short-term rentals and neighborhood-specific development standards.

- Animal Services Ordinance Update to establish administrative procedures for barking dogs, potentially dangerous dogs and other animal nuisances. (Joint project with Police Department.) (Anticipate completing during first quarter of Fiscal Year 15-16.)

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

Status (a/o 03/07/16): In progress. In cooperation with the Police Department, our Office originally anticipated bringing this to the City Council prior to the end of Fiscal Year 15-16. However, several other issues have come to the forefront, such as issues with wild animals, and, as a result, the scope of staff's review and proposed revisions has broadened. Thus, the proposed amendments and additions to the Animal Services Ordinance will be carried over to Fiscal Year 16-17.

- City Charter Review (Joint project with the City Clerk's Office.) (We anticipate the City Council's Charter Review Subcommittee's recommendations will be presented to the City Council during the first quarter of Fiscal Year 15-16.)

  Status (a/o 03/07/16): Nearing completion. The Assistant City Manager/City Clerk and Assistant City Attorney met with the City Council's Ad-Hoc Charter Review Subcommittee on several occasions. On February 22, 2016 the City Council considered the recommendation of the Subcommittee and directed the City Manager to place on the agenda of a future City Council meeting resolutions calling an election for November 8, 2016, at which the voters shall consider various amendments to the City Charter. These resolutions are scheduled to be presented to the City Council on March 14, 2016.

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

  Status (a/o 03/07/16): Ongoing. Our Office continues to work with the City's Transportation and Public Works Departments as well as outside consultants, on transit and traffic issues pertaining to the LAX Specific Plan expansion project, the "LAMP" (Landside) development and the Northside development. Additionally, staff has continued to meet with the FAA, LAWA and regional elected officials and their staffs to address noise and air quality issues surrounding the frequency and altitude of overflights.

- Outreach and Education Program for Implementation of Ordinance Prohibiting Smoking in Multi-Family Housing. (Joint project with City Manager's Office and Community Development Department.) (Will continue to assist with outreach and education, including three additional community meetings with landlords, tenants and HOAs, which have been scheduled for June 25th, July 9th and July 23rd of 2015. Full implementation of the Ordinance will be complete by the end of Fiscal Year 15-16.)

  Status (a/o 03/07/16): Completed. Our Office continues to be involved with the implementation of the City's outreach and education program. Our Office attended and presented at several community meetings held at various locations during the first quarter of Fiscal Year 15-16 to provide outreach and education regarding the requirements of the smoking ban. In addition, throughout Fiscal Year 15-16 thus far, the Enforcement Services Division has made presentations about the smoking ban to numerous multi-unit housing properties upon request. Our Office has assisted, and will continue to assist, with these efforts as needed. Full implementation of the Ordinance will be complete by May 26, 2016.

FISCAL YEAR 2015-16 WORK PLANS (CONTINUED)

- Visioning of Proposed Hospitality & Entertainment District Specific Plan (Assist the Community Development Department in evaluating pertinent legal issues involving signage component.)

  Status (a/o 03/07/16): Completed and presented to City Council during last quarter of Fiscal Year 14-15.

- Amendments to the City's Tobacco Retailer Licensing Ordinance to Include E-Cigarettes (Joint project with the City Manager's Office and Finance Department.) (Per City Council direction on February 23, 2015, prepare amendments to the Tobacco Retailer Licensing Ordinance to require a license for the sale of electronic smoking devices (e-cigarettes) and prohibit the sale of e-cigarettes to minors.) (Anticipate bringing a proposed Ordinance to City Council during first quarter of Fiscal Year 15-16.)

  Status (a/o 03/07/16): Completed. Ordinance was adopted by the City Council on August 10, 2015.

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

  Status (a/o 03/07/16): Ongoing. On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. Our Office continues to work with City staff, Mox and other stakeholders to move this project forward. The project team completed an evaluation of City infrastructure in locations where the new fiber strands will be installed in existing conduit. The evaluation confirmed that the new fiber can co-exist with current assets in areas where the project will leverage the City's conduit system. The project team is working toward completing the engineering drafting and design of the network. Staff is planning to return to City Council in May to request approval to release the RFP soliciting bids for the construction phase of the project.

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

  Status (a/o 03/07/16): In progress. Our Office participates on the Steering Committee for the Multi Jurisdiction Hazard Mitigation Plan (MJHMP), along with staff from the Public Works Department, other City departments, and the School District. Thus far during Fiscal Year 2015-2016, there has been extensive community outreach and numerous meetings of the steering committee, as well as several public meetings where City Council and the community were updated on the MJHMP status. After a draft of the MJHMP is complete, it will be reviewed by City staff and presented for public comment.

- Implementation of New Stormwater Regulations (Assist Public Works Department as needed.)

  Status (a/o 03/07/16): Completed. Ordinance approved by City Council during Fiscal Year 14-15.

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

  Status (a/o 03/07/16): Ongoing. Have continued to monitor eCivis and other resources for available grant opportunities. None are available at this time.

CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS

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

- Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. (The next AB1234/Brown Act/Conflict of Interest Training will be held during the last quarter of Fiscal Year 15-16.)

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

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

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

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

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

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

- Massage Business Ordinance update. (Anticipate bringing to City Council prior to the expiration of the moratorium on April 11, 2017, which will occur during the fourth quarter of Fiscal Year 16-17.)

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

CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Zoning Code Amendments—multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 16-17.)
- Animal Services Ordinance Update to establish administrative procedures for barking dogs, potentially dangerous dogs and other animal nuisances. (Joint project with Police Department.) (Anticipate completing during Fiscal Year 16-17.)
- City Charter Review (Joint project with the City Clerk's Office.) (Assist the City Clerk's Office as needed in preparing the City Council-directed Charter amendments for a special election in November 2016.)
- LAX/FAA Overflights (Our Office will continue to oversee litigation and other issues regarding LAX, including, overflight concerns, Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.)
- Municipal Fiber Network Project (Assist Information Technology Department with Project as needed.)
- Multi Jurisdiction Hazard Mitigation Plan (Assist Public Works Department as needed.)
- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with City Manager's Office and other City Departments, including Finance and Public Works Departments) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during second quarter of Fiscal Year 2016/2017.)
- Update to City's Historic Preservation Program, Including Culver City Municipal Code Amendments (Joint Project with City Manager's Office).
- Monitoring Grant Opportunities (None available at this time. Will continue to monitor eCivis and other resources for available grant opportunities.)